**EFFECTIVE MEETING GUIDELINES**

**Prepare for the Meeting**

* Decide the purpose of the meeting: Informational, Creative, Decision, Motivational
* Determine meeting roles for participants: Leader, Facilitator, Recorder, Timer, and Participant
* Reserve meeting space, if necessary
* Prepare and agenda
* Prepare a meeting announcement including date, time, agenda and location
* Attach previous meeting minutes to announcement and distribute
* Rehearse and practice

**Hold the Meeting**

* Arrive early and arrange room layout for effective meeting/discussion
* Start the meeting on time, even if all participants have not yet arrived
* Thank all participants for attending
* Quickly remind participants of meeting ground rules (if any) and agenda topics
* Pass around the attendance log book or paper and ask everyone attending to sign their names
* Ask the meeting recorder to write down the main points of the meeting
* Follow the established meeting agenda
* Remind participants that any other business can be addressed at the end of the meeting, if time permits. Otherwise these items will be added to the next meeting agenda
* Set a date for the next meeting and formally close the meeting

**Follow Up on Meeting**

* Prepare meeting minutes for distribution
* Address any issues or concerns from the meeting requiring further research or information
* Create a reminder to follow-up on any action items for meeting participants, if necessary