Organizing & Running Effective Meetings

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CooperationWorks!

Before the meeting

- Review and send agenda in advance
  - give it variety
  - put easy success early
  - break after big discussion
  - break for any meeting more than 90 minutes
  - standing items
- Expected action: decision, discussion, play, evaluate, brainstorm, review, update, silence
- Agenda items also have presenter/title, time

At the meeting

- Ground Rules
- Time: set-up, start, ongoing
- Check-in
- Review last minutes
- Use the agenda
- Items for next time
- Check-out

At the meeting (cont...)

- Brainstorming
- Discussions
  - ask questions
  - listening for agreement, balance, topic
  - clarify role as facilitator
  - interrupt and break when needed
  - what’s needed for a decision?

At the meeting (cont...)

- Decisions - formalized process has quorum, method for motions, voting, grievances
- Conflicts of interest should be stated
- Don’t confirm the status quo
- If agreement, state the decision clearly
- Tasks - define *who* and *when*

Red Flags

- Monopolizing
- ‘Steamrolling’ agenda items
- Unchecked power dynamics

After the meeting

- Send minutes out promptly
- List tasks
- Next meeting time

Special circumstances

- Co-facilitate
- Hire help