The Anatomy of a Great Meeting

Preparation
Management
Follow Up

Jessica Harvey
June 7, 2016
**Signs of an Ineffective Meeting**

- No agenda
- No clear meeting organizer
- No minutes are taken at the meeting
- The meeting does not start or does not end on time
- One-way communication during the meeting
- The meeting organizer controls communication (i.e. status meeting in a group setting)
- There is no participation by attendees
- No clear action items

Source: https://www.linkedin.com/pulse/20140715130832-13040030-8-signs-of-ineffective-management-meetings
Combat Ineffective Meeting Syndrome

- Adequate preparation and communication – structure and purpose
- Structured meeting management
- Post-meeting follow up

Effective meetings that produce results begin with meeting planning!
Meeting Preparation

✅ Structure and purpose

- Who needs to attend?
- What is the objective?
- How much time is needed?
- What preparation will help?
- What is your role?
- Use Exchange calendaring
  - Large groups – least number of conflicts
  - Small groups – more flexibility
- Clear title
- Meeting information (set expectations & context)
  - List of who has been invited, meeting organizer, other pertinent details
Meeting Preparation

SMARTicketing Service Oversight Committee Meeting
Scheduled for the 2nd Tuesday of each month from 3:00 PM - 4:00 PM (April 2016 to December 2016)
Location is PMU 256, except for June 14 (YONG 447)
WebEx Conference Number 1-855-282-6330 US TOLL FREE; Attendee Access Code 29351481
03/11 Jessica Harvey

Mailing List: smartticketingsoc@lists.purdue.edu
SharePoint Site: https://sp2013.itap.purdue.edu/itcommunity/SMART%20Technology/Ticketing/SitePages/Home.aspx

We will use Agenda Builder for the meetings: https://discover.education.purdue.edu/agendas/

*It is understandable and quite alright you may not be able to attend on occasion; meeting minutes and communicating electronically are always available*
Scheduling Tips

✓ Use the Agenda Builder tool (preview in a few minutes); designate time allocated to agenda items and publish/provide in advance

✓ Time zone tool http://www.timeanddate.com/worldclock/meeting.html

✓ Meeting time no no’s – early Monday and late Friday

✓ Preference – morning if possible; after lunch and late afternoon attention wanes

✓ Always have the location identified before scheduling, or use Exchange availability for resources.

✓ Use WebEx resource to accommodate attendees who may need to call in or participate virtually

✓ Try to use the same location for recurring meetings; if you can’t, be creative:
Meeting Preparation

SMART CMS Service Oversight Committee Meeting Series [May 2016 - December 2016]
03/28/16 Jessica Harvey

Scheduled for the 2nd Wednesday of each month from 11:00 AM - 12:00 PM Noon:
- May 11 - STEW 278
- June 8 - STEW 278
- July 13 - HAAS 111
- August 10 - HAAS 111
- September 14 - HAAS 111
- October 12 - STEW 313
- November 9 - STEW 313
- December 14 - STEW 278

Mailing List: smartcmssoc@lists.purdue.edu
SharePoint Site: https://sp2013.itap.purdue.edu/tcommunity/SMART%20Technology/CMS/SitePages/Home.aspx

We will use Agenda Builder for the meetings: https://discover.education.purdue.edu/agendas/
Structured Meeting Management

- Know who has accepted or declined
- Start on time
- Assign a note-taker and time-keeper
- Ensure attendees know “Why we’re here”
- Introductions – name and department
- Follow the agenda
  - Park off topic ideas for “offline” discussion
  - Bring wandering discussion back to topic
  - Keep to time allocated for topics
  - Acknowledge attendees’ mind-sets and interests verbally
- Review next steps
- Finish on time or if possible, end early; thank everyone for attending
For All Attendees

✓ Come prepared
✓ Silence your smartphone
✓ Actively listen and engage
  • Don’t blame or criticize
  • Recognize contributions and strengths of others
✓ State problems and start with recommendations and solutions
✓ Avoid nervous habits
Post-Meeting Follow Up

✓ Complete meeting minutes in a timely fashion
✓ Formally assign action items
✓ Schedule any follow up meetings
✓ Notify meeting attendees when minutes are available (or distribute)
✓ Make a note of what worked well and what didn’t
Agenda Builder

WebEx
http://www.itap.purdue.edu/learning/tools/webex.html
Questions?