

ESSENTIAL ELEMENTS OF MEETINGS

1. LOGISTICS

- a. Reserve an accessible meeting location
- b. Get materials (if needed): chart paper, markers, refreshments
- c. Agree upon time and length of time (accessible to majority)
- d. Give enough advance notice to attendees

2. THE AGENDA

- a. Agree upon agenda items
- b. Limit to a realistic number of topics/decisions
 - i. Approximate the time per topic
- c. Define desired outcomes for each topic
- d. Leave room for announcements/new topics
- e. Announce the topics in advance

3. DECISION-MAKING PROCESS

- a. Make sure process is clear and agreed upon
 - i. How are decisions made?
 - ii. Who makes what decisions?
 - iii. Consider using “gradient” of agreements when possible
- b. Orient people, especially as new people join

4. DOCUMENTATION

- a. Have a note taker
 - i. Note brief summaries of discussions
 - ii. Note clear definition of decisions (check it)
- b. Store notes where they are accessible to more than one person
- c. History: make notes accessible to future memberships

5. OUTREACH/ORIENTATION

- a. Reach out and talk with people
- b. Inform people so everyone feels prepared to contribute
 - i. Encourage people who don't talk as much
 - ii. Don't lobby (inform, give opinion, but don't pressure)
- c. Find out if other topics need to be discussed
- d. Do research if a topic is unclear or needs more info
- e. Make copies for everyone if needed

6. FOLLOW UP BETWEEN MEETINGS

- a. Check in/update members who weren't at meeting
- b. Do assigned tasks from the meeting
- c. Check in with members who have assigned tasks