



# Effective Meetings

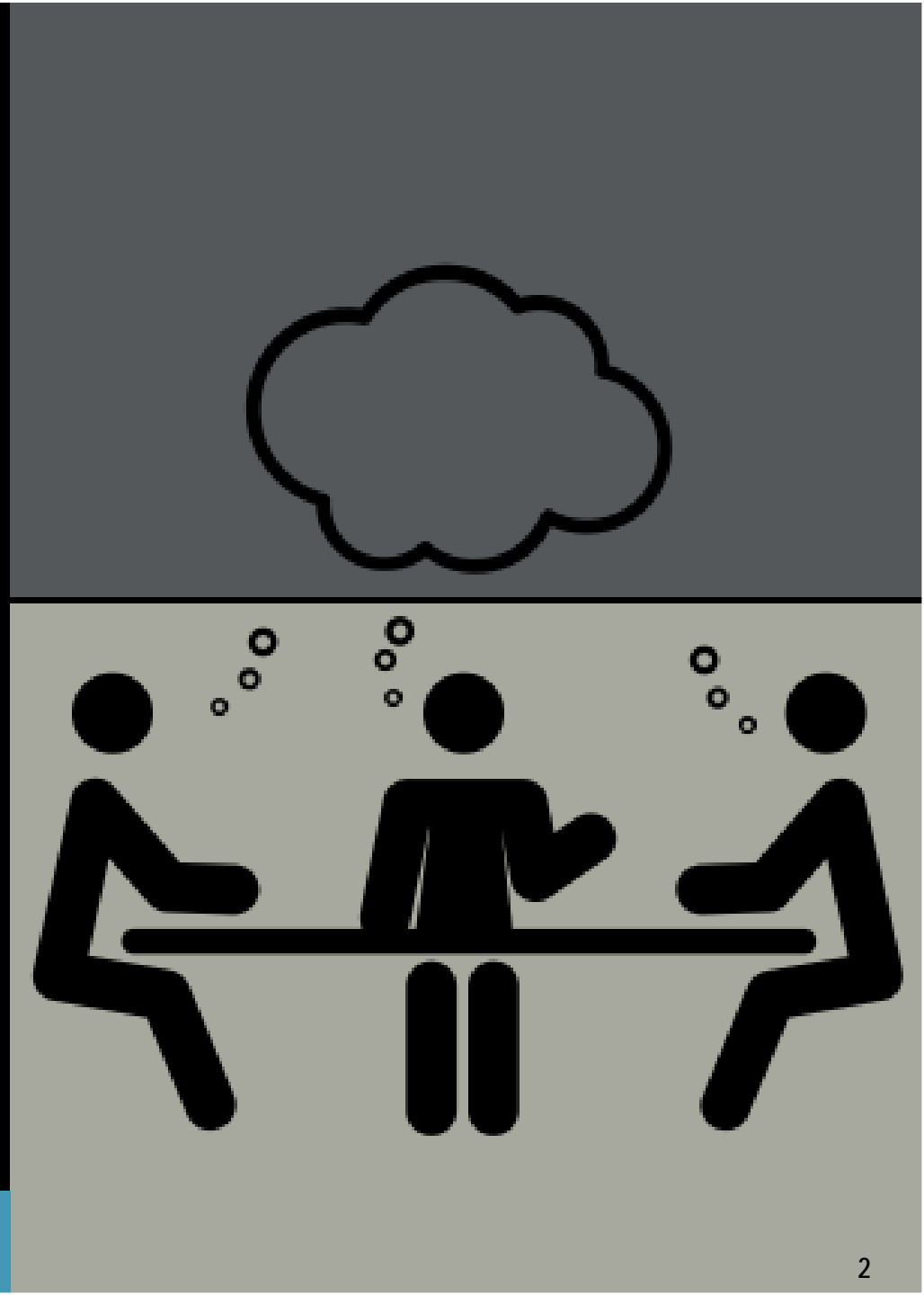
FACERS Fall Meeting  
November 30, 2016



Presented by Steve Ferrell, PE

# Presentation Outline

- Definitions
- Goal and duration of a meeting
- Face-to-face meetings
  - Agenda
  - Room setup
  - Expectations of participants
- Teleconference meetings
  - Protocol / Introductions
  - Facilitating full participation
- Meeting Minutes / Notes
- Open Discussion



# DEFINITIONS

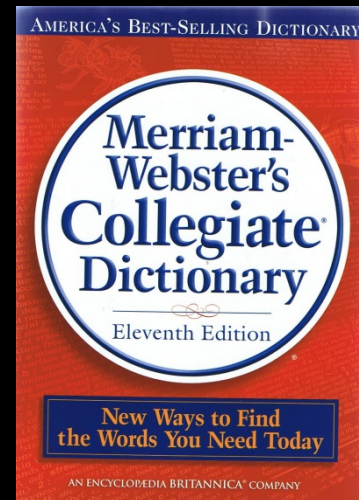
## ▪ Simple Definition of *meeting*

- a gathering of people for a particular purpose (such as to talk about business)
- a gathering of people for religious worship
- a situation or occasion when two people see and talk to each other

## ▪ Full Definition of *meeting*

- 1: an act or process of coming together as
  - *a*: an assembly for a common purpose (as worship)
  - *b*: a session of horse or dog racing
- 2: a permanent organizational unit of the Society of Friends
- 3: *intersection, junction*

Source: Merriam Webster Dictionary



- Question:

- What do we love most about meetings?

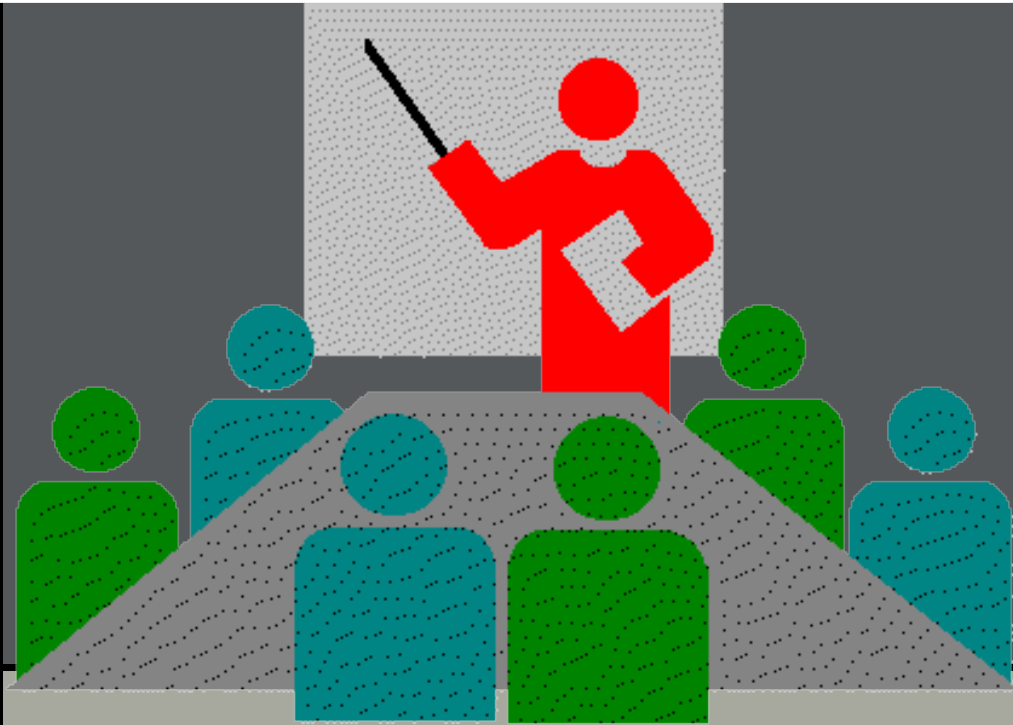
- Answer:

- When they are over?
  - When they are short?
  - When they add value!

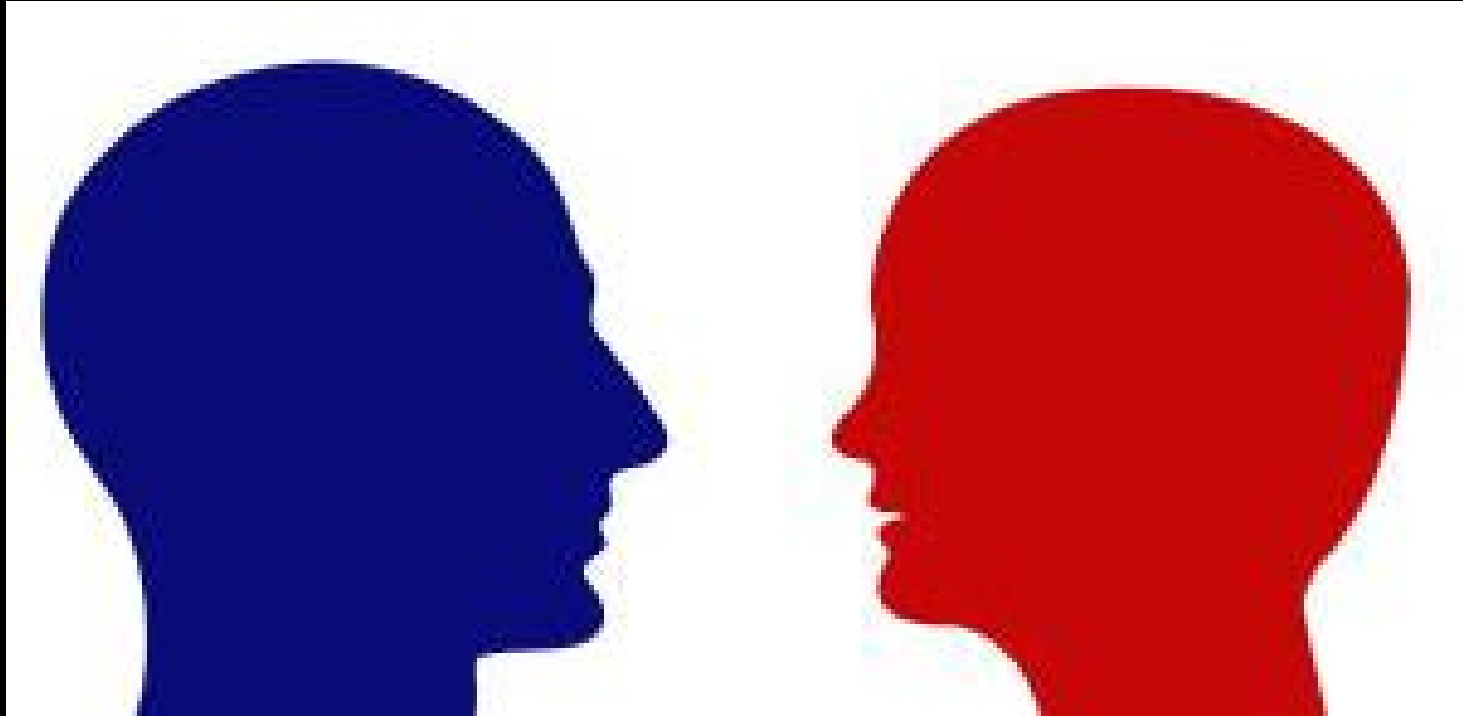


## Audience Poll Question

- How many meetings do you have in a typical week?
  - Less than 5
  - 6 to 10
  - 11 to 15
  - 16 to 20
  - More than 20



# FACE-TO-FACE MEETINGS



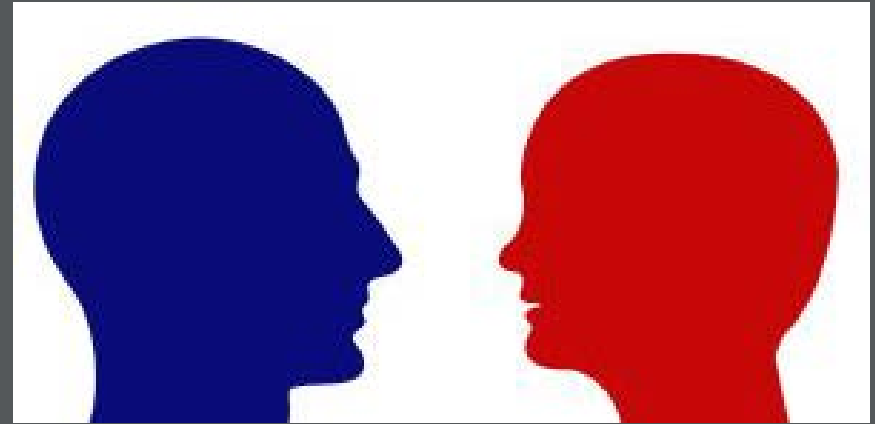
# Do you recognize any of these people?

- <https://www.youtube.com/watch?v=K7agjXFFQJU>



# Face-to-Face Meetings

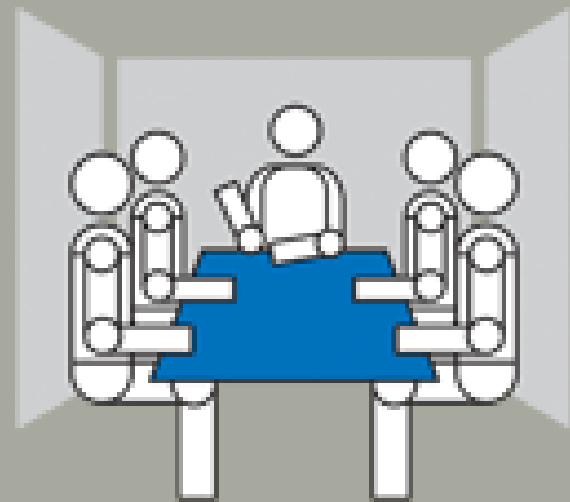
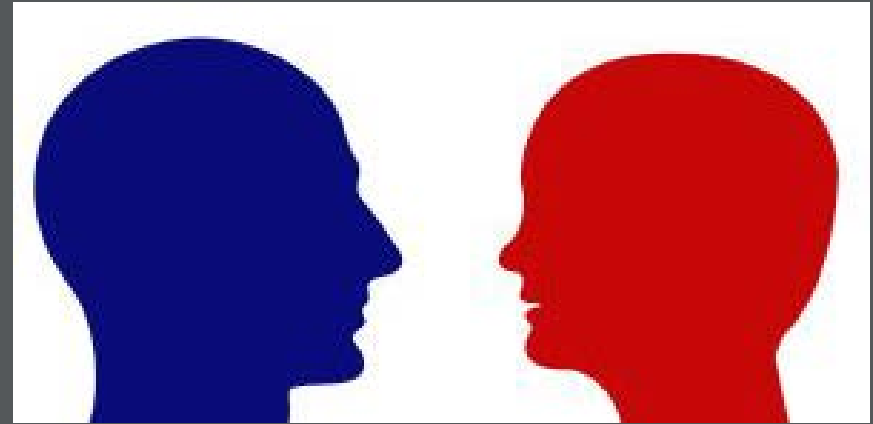
- Agenda
  - Distribute before meeting if ready
  - List participants
  - Start with Safety Briefing
  - Topic areas, not details
  - Time segments if known
  - Identify breaks if meeting longer than 60 minutes
  - Create “Parking Lot” for off-topic items to cover before adjourning
  - Leave time for Action Items
  - Adjourn on or before the scheduled end time





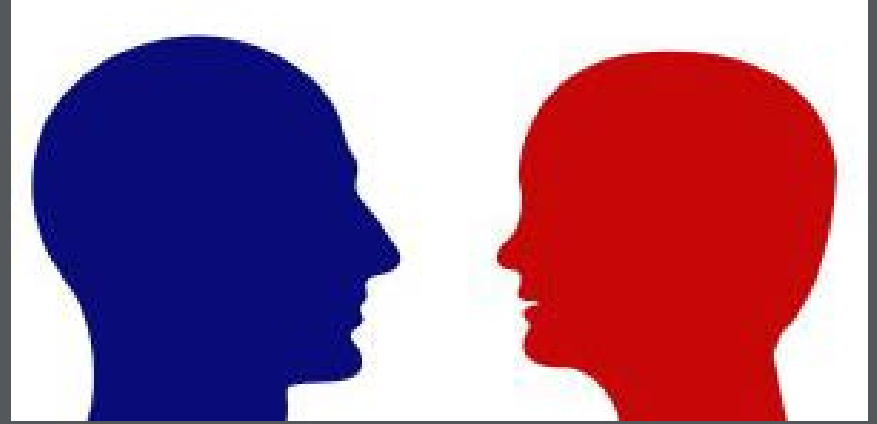
## Face-to-Face Meetings

- Room Setup
  - Size room to comfortably accommodate group
  - Consider sight lines if projecting
  - Allow wall space for posting or hanging posters/flip charts if needed
  - Identify area for bag storage (or under table) to keep paths to exits clear from obstructions
  - Keep lights as close to normal as possible even when presenting (dim or dark rooms will put the audience to sleep)

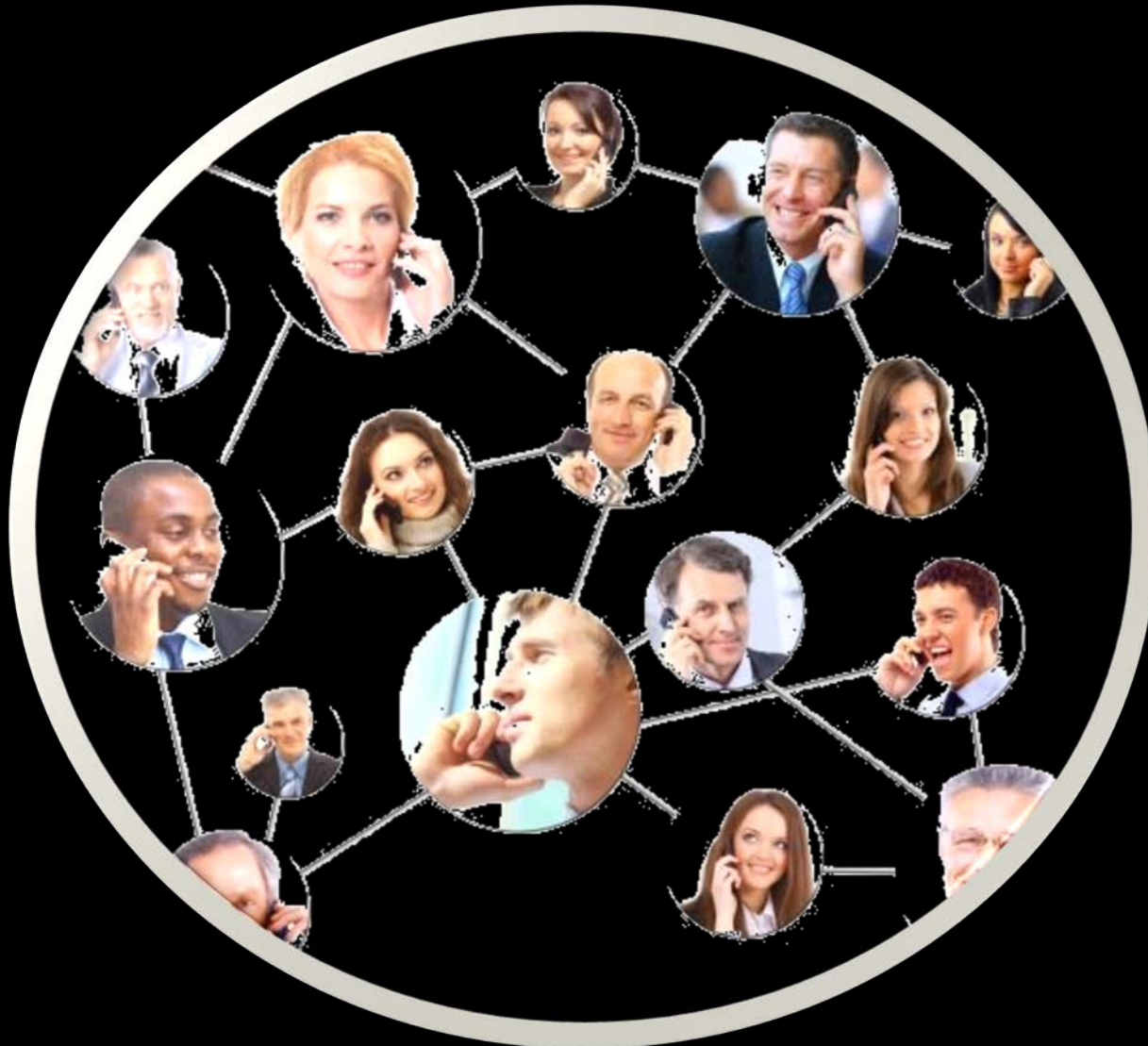


## Face-to-Face Meetings

- Expectations of Participants
  - Attend entire meeting
  - Limit distractions (laptops closed, phones turned over or stowed)
  - Actively participate with positive contributions
  - Challenge ideas that don't make sense...but in a constructive way
  - Allow others to participate (don't dominate the discussion)



# TELECONFERENCE MEETINGS



# Hello? Hello? Hello?

- [https://www.youtube.com/watch?v=DYu\\_bGbZiiQ](https://www.youtube.com/watch?v=DYu_bGbZiiQ)



# Teleconference Meetings

- Protocol / Introductions
  - Distribute Agenda before meeting
  - For small groups (5 or less) allow people to introduce as they join
  - For larger groups, conduct an alphabetical role call approx. 1 minute after the scheduled start
  - If people join during the first few minutes, try to acknowledge them



**Introduction**

# Teleconference Meetings

- Facilitating full participation
  - Clearly articulate expectations
  - Specify when someone other than the leader will lead the discussion
  - Provide opportunities for questions
  - Call on specific people as long as you are not embarrassing them
  - Before adjourning the meeting, ask each participant if they have anything further



# MEETING MINUTES / NOTES

- Verbatim transcript not normally needed
- Record of who participated
- Summary of general discussion
- Decisions documented
- Action Items noting responsible person(s)
- Distribution soon after meeting



**#TimeForYourQuestions**