Effective Meetings: Best Practice

Before the meeting

1

Questions for yourself:

- Is a meeting really necessary, or could this be handled by email or Teams?
- Is my attendance necessary?

2

Consider:

- **Size the meeting** based on the objective, participants and duration
- **Adapt meeting length** (e.g. 50 minutes instead of 1 hour)
- **Avoid meetings before 9:00 a.m. and after 7:00 p.m**
- **Keep your Outlook calendar updated**
- Respect scheduling constraints

3

Plan Ahead:

- Send an **agenda in advance**
- Send **documents ahead of time** so participants can read them before the meeting

During the meeting

4

Assign roles

- **Timekeeper:** remind participants of the agenda and objective, keep discussions focused, and ensure balanced speaking time
- **Note-taker:** responsible for the meeting record

5

Managing Time

- **Cancel the meeting if** an **unexpected** event or emergency will **delay** most attendees by more than 10 minutes
- **Finish on time**. If needed, schedule another meeting
- **Listen** to others and **respect** speaking time
- **Avoid bringing your laptop** to team meetings unless necessary
- Reserve a few minutes at the end to **summarise actions** and decisions: who, what, and when

After the Meeting

6

Prepare a brief summary or decision log

- **Participants**
- **Key decisions and messages**
- **Action log**: who, what, when
- **Date of the next meeting** (if applicable)