

How To Plan A Meeting

1. Understand


Purpose of the meeting


Desired outcome

2. Invite appropriate people


 Stakeholders

 Decision makers


 Information providers

 Facilitators

 Recorders

 Time keepers

3. Schedule in advance

 Choose appropriate time Start:2008-5-8 Due:2008-5-10 Duration:2D Completed:100%

Must avoid

First day of the work week

Last day of the work week

Choose appropriate location

No classroom style

Participants must can see each other

For small group

Use conference table

For moderately sized group

Use "U" shape table

For larger group

Use Table clusters

Equipments checklist

Chairs

Tables

Audio visual equipment

Controllable climate is preferable

4. Agenda

 Develop agenda

Identify the meeting leaders

Specifically include

Purpose

Desired outcome

Location

Time & duration

Action items

Future meeting planning

 Distribute agenda in advance

Request

Changes

Additions

Make extra copies to hand out at the meeting

5. Contact each presenter in advance.

Relay info to the presenters

Meeting Purpose

knowledge level of the participants

Confirm

Time allotted for the presentation

Presentation format

Audio/visual needs.

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6. Arrive early to set up the meeting room

Ensure equipments are working

7. Provide refreshments