

BASIC ELEMENTS OF EFFECTIVE MEETINGS

1. The meeting is held at a regular and convenient time.
2. The meeting is widely announced.
3. The meeting announcement includes a key item to be considered.
4. The meeting has a clear agenda which is distributed at the beginning of the meeting.
5. The meeting has one key item of interest or action in addition to regular business.
6. The meeting provides ample opportunity for attendees to express concerns and communicate with the meeting leader.
7. The meeting has a social dimension in addition to its organizational focus.
8. The meeting ends on time.