


Top 10 Must Haves for Effective Meetings

-  1. Meeting purpose, deliverables and agenda have been defined with sponsor and process has been designed
-  2. All *necessary* meeting participants are invited and received purpose and agenda 24 hours in advance
-  3. The seating is arranged for effective collaboration
-  4. The facilitator has prepared his/her toolkit (flip charts, markers, post-it notes, projector ..etc)
-  5. Meeting purpose, agenda, roles and ground rules are presented and agreed upon upfront
-  6. Meeting has a skilled facilitator to keep team on track
-  7. All the main decisions, ideas, follow up items and assignments are recorded visibly
-  8. Establishing meeting start/end/break times and following them
-  9. Getting the group and sponsor retrospective at closing
-  10. Meeting notes are sent to participants after meeting closure