Handy Hints for Running an Effective Meeting

## The planning and running an effective meeting requires a certain set of skills and techniques. The below “Handy Hints” will help to guide you through in your Community Planning Meetings.

**Priority, Person & Time!**

**Priority:** The sequence of topics

**Person:** Who is speaking to the item and will take over the topic at their appointed time

**Time:** How long the person wants or have been assigned to present their topic/discussion

**Set the Agenda!**

A set agenda will allow you to manage your time on the day of the meeting. You will know the topics that you need to cover and how long you would like to spend on each agenda item. Add the timings to the agenda.

Your agenda should state the names of the attendees, meeting date, start and end time, and the meeting location or venue. More importantly, it should include the topic headings for discussion; that is covering the topic; and timings.

**Roles!**

Remember to allocate roles to people attending the meeting. This will include any working groups that will be formed to work on different actions or projects that you have in your community plan action plans.

You will need a Chairperson, who will monitor the meeting, run through the agenda items and keep control of the meeting. They are also responsible for delegating any responsibilities from the meeting.

**Information:**

Topics that need to be announced verbally (face to face)

**Discussion**:

Topics not ready for action, but in need of brainstorming and group reactions. This item may need group input as part of the decision making.

**Action:**

A topic requiring the group’s support and expertise before a decision can be made. Many groups “discuss” at one meeting and then move the item to the next meeting for “Action”

**How to make the meeting boring!**

Including a standing item on your agenda which needs to be read out at every meeting can be a recipe for disaster. It is timewasting, irrelevant and trivial. If members need to know about the item, include it on the agenda as a specific item and if it doesn’t, don’t list the item at all.

**After the Meeting!**

Minutes of the meeting need to be sent out to all members of the community plan group. By doing this, everyone will receive the same information and can action any points that were discussed during the meeting.

Look over the minutes from the previous meeting. What has been done to move the community plan group further in the meantime? What actions are still pending? These items can be updated as an agenda item at the next meeting.

[Meeting name] agenda

|  |  |
| --- | --- |
| Location: | [Address or room number] |
| Date: | [Date] |
| Time: | [Time] |
| Chair: | [Name(s)] |
| Attendees: |  |
| Apologies: |  |

# Previous minutes / Actions:

|  |  |
| --- | --- |
| [Agenda item description]Any items from previous meeting to be discussed can be placed in this section | StatusThis section can outline whether the previous action will be carried over to a current or standing agenda item |

# Agenda items

|  |  |  |
| --- | --- | --- |
| [Start time] — [End time] | [Agenda item description] | Name / Who  |
| [Start] — [End] |  |  |
| [Start] — [End] |  |  |
| [Start] — [End] |  |  |
| [Start] — [End] |  |  |

# Other Business Arising:

**These items are not part of the current Agenda: The items can be put on the Agenda for next meeting or discussed.**

**Meeting Closed:**

Meeting name] meeting minutes

|  |  |
| --- | --- |
| Location: | [Address or room number] |
| Date: | [Date] |
| Time: | [Time] |
| Attendees: | [List attendees] |
| Apologies: |  |

# Agenda items

1. This section can be used to list the agenda items from the previous meeting.
2. (Agenda item)
3. (Agenda item)
4. (Agenda Item)
5. (Agenda item)
6. (Agenda item)

| Action items | Owner(s) | Status |
| --- | --- | --- |
| [Action item] | [Name(s)] | [Status, such as In Progress or Complete] |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Meeting Closed: