

Anatomy of a Great Meeting



Before:

- Do any handouts or agendas need to be sent out prior to the meeting?
 - Has the meeting room been reserved through the proper channels?
 - Have you sent out the meeting location details to all attendees?
 - Test your presentation with the technology present within the meeting room ahead of time.
 - Ensure you, or the speaker is prepared with the scope of the meeting and understands what needs to be accomplished.
 - Has catering been properly ordered and is prepared for the meeting?
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During:

- Ensure all participants can hear you or the speaker speak wherever in the room they may be sitting.
 - Distribute all meeting materials and ensure any latecomers receive the materials as well.
 - Be sure to save time to ask questions.
 - If there are other speakers, be cognizant of your allotted time to speak and be respectful of other's time.
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After:

- Ensure the meeting room is cleaned and ready for the next scheduled meeting.
 - Pick up any leftover handouts or materials left by your meeting.
 - Have the meeting chairs be pushed back to the desks.
- Send any follow-up materials to the attendees or materials that may be needed for the next meeting.
- Offer a quick note of gratitude for attending the meeting.
- Schedule your next meeting.