

Lead Effective Meetings



Objective: Why are we meeting?



People: Who needs to be there?



Agenda: What topics do we need to cover?



Invite: Create invitation with agenda



Distribute action items & decision points



Cascade information to stakeholders outside of meeting



- Ask questions
- Hear from everyone
- Keep the meeting on track
- Use debate for hard, important decisions
- Use a parking lot
- Check to see if you accomplished objective