

GREAT MEETINGS: AGENDA

WHAT IS A GREAT MEETING? Great Meetings drive change. They leverage small groups of people to make decisions and transform those decisions into concrete actions. Start with the **Agenda** (this page). During the meeting, maintain focus on the objective and define an **Action Plan** (next page). Follow the **Guidelines** (next page) to keep meetings on track.

Objective

A clearly written statement of the meeting goal. Simple and focused. Defines a win. Deliver the objective and win the meeting.

Participants

The **Leader** moderates the meeting, keeps it positive, on track, and ends it on time. The **Note Taker** records the draft decision and actions. **Other Participants** are pared back to those with valuable insights or a strong stake in the outcome.

Leader:

Note Taker:

Other Participants:

Time-Box

The meeting will start and end on time. Prefer shorter meetings (preferably 30 minutes or less).

Location:

Date:

Start Time:

Duration:

Context

Why is this meeting important? What is the background? Is there a preliminary decision to be tested?

Preparation

The **Leader** commits to providing the smallest, most clearly written set of preparation materials that support the objective. **Participants** commit to carefully reviewing those materials before the meeting.

ACTION PLAN

Decision

The decision (relates back to the objective). Additional notes if needed.

Actions

Actions to deliver the objective. Each action has an owner and a due date. The due date is proposed and “owned” by the action owner. The **Leader** follows up to ensure that all actions are delivered successfully and on time.

1	Owner:	
	Due Date:	<input type="checkbox"/> Delivered
2	Owner:	
	Due Date:	<input type="checkbox"/> Delivered
3	Owner:	
	Due Date:	<input type="checkbox"/> Delivered
4	Owner:	
	Due Date:	<input type="checkbox"/> Delivered

GUIDELINES

Before Meeting

- Objective is simple, focused, and “winnable.”
- Leader and note taker roles are assigned.
- Preparation materials are relevant and easy-to-understand.
- Meeting is scheduled for 30 minutes or less.

During Meeting - Flow

- Starts and ends on time
- Moves forward at a brisk pace.
- Stays tightly focused on the objective.
- Tangents are quickly identified and stopped.

During Meeting - People

- Every participant arrives on time.
- Every participant is prepared.
- Every participant actively contributes.

- Every participant is positive and constructive.
- Debate is focused on ideas (not people).
- Leader keeps meeting on track.
- Note taker records decisions and actions.

During Meeting - Decisions and Actions

- Decision meets the objective (the meeting is a “win”).
- Objective is fully met (no follow-up meetings).
- Concrete actions are identified to implement the decision.
- Participants agree to draft of Action Plan.

After Meeting

- Action Plan distributed to all participants.
- Each action has an owner.
- Each action has a due date.
- Leader ensures actions are successfully delivered on time.