

Making Meeting Work

Andrew Davis and Linda Hoopes

Meeting Agenda Template

Based on David Barkan CATDC Workshop

Meeting Goal

Should have clear goal(s). Examples of meeting goals are:

- Gathering Input
- Team/community building
- Advancing the thinking on a topic:
 - Define the problem we're trying to solve. Or explore possible solutions
- Learning/Capacity Building
 - Related to objectives
- Decision Making
- Improve Communication
- Sharing information
 - Need to hear vs. know (if primary reason-, question usefulness)

Warm Up (that brings everyone into the room)

This should be quick (can be topical or just something fun):

- Your favorite...
- Last time you...
-

Quick Business

This is really quick

I.e.

- Remember we have the new student potluck on Thursday night--expect everyone to be there from 6:00-6:30, then you can go

Main Event – Topics w/ Associated Activities

- Each topic should have an activity or two to guide that topic.
- Samples from Report Card Task Force
 - Review priorities (what are we trying to accomplish and what are we not trying to accomplish right now) and decision making process (i.e. My goal is that we all agree at the end of the meeting but, if we are split, I'm going to need to make the decision with all of your input)
 - Seek inspiration (ideally a structured activity that engages everyone and builds ground for ideas and inspiration. I.e. write on post-its things that you like about report cards)
 - Design 1.0 - i.e. in small groups, make posters of initial idea for postcards, then do gallery walk
 - Design 2.0 - i.e. Look at initial design ideas and connect them for a second iteration

Plans to Share: Next Steps

Make a list of the next steps and clearly assign each of the next steps to various members of the group.

Consider having a table for next step and person as part of your running agenda

Goal Evaluation

- Review initial goal
- Have each member of the meeting indicate level of agreement as to whether goal was met (0-5 finger scale)

The Three “B’s” of Meetings

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Builders

- Like to brainstorm and share ideas
- Idea generators, eager to try new things
- Want to get to work quickly
- Talkers
- Can come on strong in meetings or collaborations
- Eager for change

Blockers

- Skeptical of new ideas
- Ask a lot of questions/identify problems
- Not always willing to put in the extra time to solve problems
- Talkers
- Can bring negativity to meetings
- Nervous about change

Box Turtles

- Not always easy to know what they are thinking
- Have ideas but do not always share them with the group
- May need more clarification before jumping in
- Listeners
- Can be quiet or reserved in meetings
- Open to change