

### Ten Steps to Successful Team Meetings

1. Plan an agenda ahead of time and make sure that people know what they will be working on during the meeting. Detail how much time will be devoted to each subject and who is responsible for each subject.
2. Let team members know in advance what the meeting's purpose is (information giving/receiving, problem solving, or decision making, for example) so they can come prepared to work.
3. Invite the right team members to the meeting. If you know the purpose of the meeting, you can invite the right people with the right information. Not every team member (core team members, extended team members, sponsors/champions, clients/customers) may need to come to every meeting.
4. Monitor the meeting to make sure the team is sticking to the agenda and making progress toward the meeting's purpose.
5. Develop and use meeting guidelines or norms for how the team members will behave with each other.
6. Use an agreed-upon decision-making process when needed. Be aware that all team decisions do not have to be made by consensus.
7. Before the end of the meeting make sure that any decisions, tasks, and actions that need to be followed up are recorded.
8. Obtain commitments for who will do what and when.
9. Use the last 10–15 minutes to debrief how the team meeting went. A simple round-robin answer to the question "How productive was this meeting?" or "Did we stay on the agenda?" or "Did everyone who wanted to speak get a chance to do so?" can help teams develop more effective communication and meeting guidelines that will boost performance.
10. Distribute the minutes of the meeting within one or two days.