Checklist on How to Run an Effective Meeting

Top 5 Rules of a Good Meeting

1. Set goal(s) for the meeting and prepare an agenda.
   - Prepare yourself - prioritize issues to be discussed, issues from previous meetings
   - Consult with other members and exec board to finalize agenda
   - Research information necessary for making important decisions

2. Arrange all logistics.
   - Find a comfortable and convenient meeting place
   - Arrange in advance for A-V equipment, flip charts, markers, and other supplies
   - Arrive early to set up
   - Check for adequate lighting, ventilation, heat
   - Set up seating arrangements
   - Prepare directional signs and post in key spots of building
   - Provide nametags
   - Greet people as they arrive
   - Supply refreshments, if appropriate
   - Locate nearest restrooms

3. Send out announcements, invitations, and reminders for meeting.
   - Invite guest speakers to present on special topics/issues
   - Invite all relevant constituents, target audience
   - Send general and personal invitations early, send reminders
   - Circulate agenda, minutes and background information in advance

4. Be courteous, respectful, and inclusive.
   - Start and finish meeting on time
   - Set a welcoming tone: introductions (ice breaker)
   - Engage all participants during meeting

5. Bring closure.
   - Come to resolutions
   - Preparing an action plan
   - Summarize main points and what and how follow-up will be accomplished
   - Plan next meeting

(Adapted from California State University)