



# Better meetings: planning for success

	BEFORE THE MEETING	DURING THE MEETING	AFTER THE MEETING
<b>Meeting Organizer</b> 	<ul style="list-style-type: none"> <li>• Identify clear objectives</li> <li>• Set an agenda and share it ahead of time</li> <li>• Provide pre-read materials</li> <li>• Invite key stakeholders, subject matter experts, and decision makers</li> <li>• For virtual meetings, provide correct links, call-in numbers, passcodes, and test out virtual collaboration tools in advance</li> </ul>	<ul style="list-style-type: none"> <li>• Start the meeting on time</li> <li>• Stick to the agenda and facilitate actively</li> <li>• Keep the meeting as short as possible</li> <li>• At the end, determine next steps and assign them to the appropriate parties with deadlines</li> <li>• Recap key discussion points to ensure alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Provide meeting notes to all attendees summarizing key information covered, decisions, next steps, and those responsible for following through</li> <li>• Consider asking participants to fill out a Meeting Assessment Form, so you can judge the value of your meeting and make improvements</li> </ul>
<b>Participants</b> 	<ul style="list-style-type: none"> <li>• Understand the purpose and your role in the meeting</li> <li>• Prepare adequately; read the agenda and meeting materials</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be engaged: listen, think, and contribute, but be succinct</li> <li>• Be focused: resist the temptation to multi-task</li> </ul>	<ul style="list-style-type: none"> <li>• Read the meeting notes</li> <li>• Follow through on the actions for which you are responsible</li> <li>• Fill out a Meeting Assessment Form if requested</li> </ul>