

20 Tips: How to run Successful Meetings

1. Rotate the chair.
2. Also the minute taker.
3. Start on time.
4. Finish on Time.
5. Don't have Any Other Business.
6. If you do, it must be in 24 hr. ahead.
7. Keep control of the noisy ones.
8. Give the quiet ones a chance.
9. Agree rules for the meeting.
10. Have an Objective for the meeting.
11. Have an Objective for each item.
12. Get the minutes out in 48 hours.
13. Keep the minutes to action points.
14. Allow a certain leeway for humour.
15. Don't allow people to be shouted down.
16. Keep contributions short: 4 mins. Max.
17. Try and keep the major items in the middle.
18. Put a time limit on each item.
19. Get everyone introduced at the start.
20. Agree what was agreed: summarise.

