

101 TIPS TO IMPROVE MEETINGS



GRIP LEADERSHIP

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CHAPTER ONE

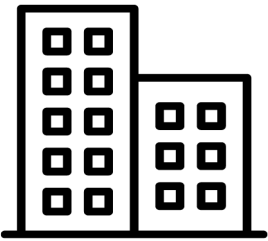
PLANNING IN ADVANCE





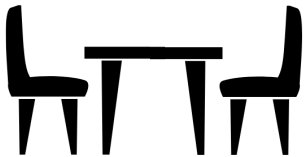
#1. KNOW THE PURPOSE OF THE MEETING

Meetings occur for different reasons, so make sure you are clear as you start your meeting preparation. The purpose could be to announce information, to seek ideas, to plan arrangements together or something else.



#2. USE A REGULAR ROOM

Using the same room every time you have a meeting helps your team members to be clear about where they need to arrive. People are usually more comfortable in a space that they are familiar with, which will help your group discussion.



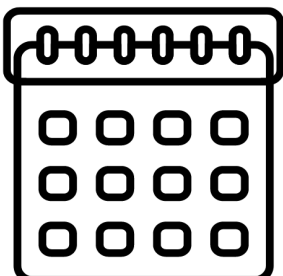
#3. LAYOUT OF THE ROOM MATTERS

Most meetings require group discussion, so it's important to arrange seating and furniture to help with this. Even if it takes a few moments to put chairs into a circle, it will make the meeting much more productive.



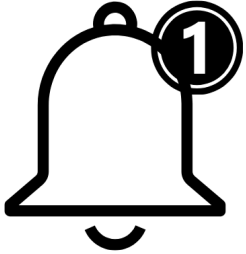
#4. HAVE A REGULAR FORMAT

Each meeting doesn't have to be identical, but they will be easier to plan if they all follow the same format. Discover what format works for your team and make that the starting point as you plan each meeting.



#5. GIVE LOTS OF NOTICE

It won't be ideal if team members find out about a meeting at the last minute. Some people won't get the message to arrive, others won't have time to do preparation, and many team members will be disappointed that the meeting affected their other plans.



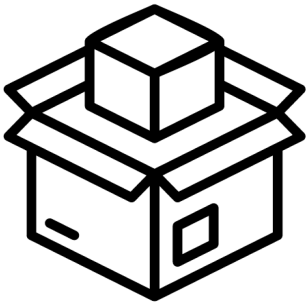
#6. GIVE A REMINDER

In a perfect world nobody would ever need reminding about anything. But this isn't the case! It can be helpful to give extra reminders before meetings until all team members are in the swing of attending the meetings.



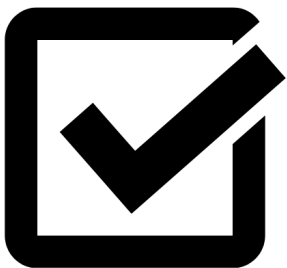
#7. ALLOCATE ROLES

Each meeting needs some people to be allocated roles that help the meeting run smoothly. Decide on these in advance, not when you arrive at the meeting. There is a separate chapter of this resource that lists the main roles to allocate for a meeting.



#8. GATHER ITEMS NEEDED

Gather everything you need beforehand, so that you don't delay the start of the meeting. You might need things like paper, markers, a whiteboard or snacks. You also might need to gather information about something that will be discussed at the meeting.



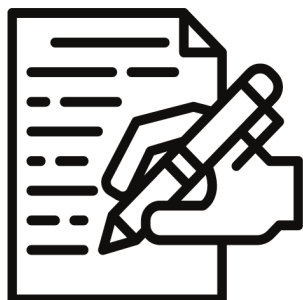
#9. PREPARE AN AGENDA

The agenda is the list of items that need to be discussed at the meeting. This needs to be written in advance. The next chapter of this resource focuses on tips for doing this.



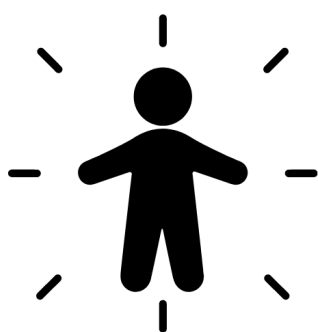
#10. LOOK BACK AT NOTES FROM LAST MEETING

As you plan your next meeting, the notes from the last meeting might remind you of important things. Perhaps something needs to be finished before the next meeting can occur, or a discussion from the last meeting needs to be continued at the next meeting.



#11. GET YOUR MEETING PLANS APPROVED

As you prepare your upcoming meeting, check with somebody in charge to make sure that your meetings plans are ok. Stay away from having secret meetings just because you don't want somebody to know of the discussion you are going to have.



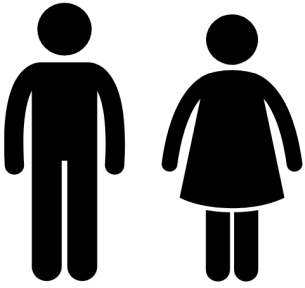
#12. DO YOUR OWN PREPARATION

Even if there is one person in charge of planning a meeting, each team member should do their own preparation. This could include looking back over the notes from the last meeting and thinking ahead to what you might like to say at the upcoming meeting.

CHAPTER TWO

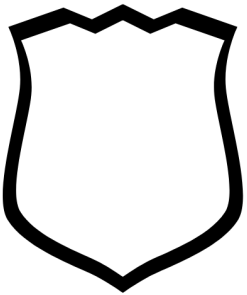
ROLES FOR MEETINGS





#13. ADULT IN CHARGE

If a student is doing the organising of a meeting that's fantastic. It is still wise to be clear about which adult has given permission for the meeting to occur, and for this adult to give any support that might be needed.



#14. ORGANISER

The role of the organiser is to do all the preparation required for the meeting. They will usually be present at the meeting to ensure it goes well. Often the organiser also fills the role of the chairperson, but not always.



#15. CHAIRPERSON

The role of the chairperson is to ensure the meeting runs smoothly and that the meeting achieves the things that it needs to. This person usually needs to give lots of helpful guidance verbally during the meeting. The name 'chairperson' has been used throughout history to point out that this person sits in the most important chair at the meeting.



#16. NOTE TAKER

The role of the note taker is to write down notes that summarise the meeting. This will be helpful after the meeting so that everybody has a record of what was discussed and what was decided. This role is sometimes referred to as the 'minute taker' because there is an old Latin word 'minuta scriptura' which means 'small notes.'



#17. TIMEKEEPER

The role of the timekeeper is to provide time updates to the chairperson. This will help ensure that the meeting can be completed in the allocated time. The timekeeper might update every ten minutes, or perhaps provide a time update at the start of each agenda item.



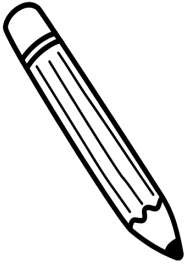
#18. ROLES FOR FUN THINGS

Depending on the fun things that you have planned for a meeting you may need to assign these roles. For example, somebody could be given the role of bringing a snack to share, and somebody else the role of preparing a short ice-breaker game to play at the start of the meeting.

CHAPTER THREE

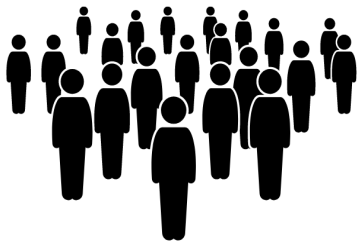
PREPARING AN AGENDA





#19. WRITE IT OUT

The agenda is the list of items that need to be discussed at the meeting. If it's prepared well, it will make a big difference to the success of a meeting. This needs to be written in advance and not made up on the spot at the start of the meeting.



#20. LIST ROLES AT THE TOP

Even though the main focus of an agenda is to list discussion items, it is helpful to list your meeting roles at the top of the agenda and then list the name of the person assigned to each role. This way when team members read the agenda beforehand, they are aware of who is assigned roles for the meeting.



#21. START WITH ANY CUSTOMS

A custom is something important that happens regularly. Put these as the first items on your agenda to get the meeting off to the right start. It could be something fun like a game. It could also be something cultural like an acknowledgement of traditional people, or a prayer.



#22. LIST ITEMS FOR DISCUSSION

This is the main part of an agenda. Clearly list the things that need to be discussed at the meeting. It is helpful to give each item a number so that they can easily be referred to during the meeting.



#23. REPORT ON RECENT ACTIVITIES

Don't spend too much time on this during a meeting, but if your team has recently worked on a project organise for somebody to give a summary. Meetings are also a place to discuss what has occurred in the recent past, not only about what's coming up in the future.



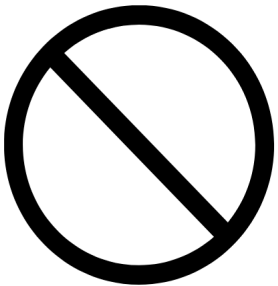
#24. AVOID CONFUSING WORDING

An agenda can feel like a fancy document but steer clear of making agenda items sound fancy and complicated. Each item needs to be simple to understand.

#25. INVITE SUGGESTIONS BEFORE HAND



The person preparing the agenda should consider asking team members for suggestions of anything that should be added to the meeting agenda. Do this with lots of time before the meeting is held. If team members aren't given the opportunity to add things to the meeting agenda beforehand, they might speak up about these things at the meeting anyway, without other people having a chance to be prepared for the discussion.



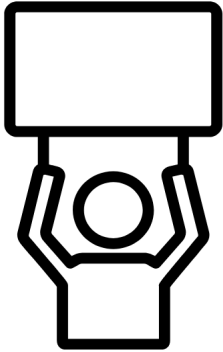
#26. DON'T ADD MORE AGENDA ITEMS IF THEY AREN'T NEEDED

Sometimes it will feel like there aren't many items to add to the meeting agenda. Feel comfortable to settle on a short agenda and have a shorter meeting. If a meeting is made longer just for the sake of it, then it will usually frustrate team members.



#27. PLAN THE ORDER OF ITEMS

When preparing an agenda, you might need to re-arrange the order of items after you first write them down. It might be best to have an important item at the start of the agenda, or something that could take a while at the end of the agenda (so that it doesn't get discussed for the whole meeting time.)



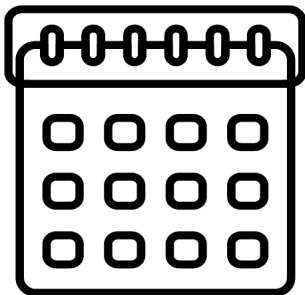
#28. ANY OTHER BUSINESS

Usually, an agenda will have a final item called 'Any Other Business.' This is an opportunity towards the end of the meeting for a team member to raise something that wasn't on the agenda. Be very careful that your team doesn't get into the habit of raising important items as part of 'Any Other Business.' Important items should be added to the meeting agenda beforehand. This is only useful for small and quick things.



#29. ESTIMATE DISCUSSION TIME FOR EACH ITEM

If you know that your meeting is on a tight time frame, then it can be helpful to predict how long each agenda item will take to properly discuss. Consider writing this estimated time next to the item on the agenda. You may find that some items toward the end of the agenda will need to be added to a future meeting.



#30. PROVIDE AGENDA A FEW DAYS BEFORE

Team members should receive the meeting agenda before they arrive at the meeting. Providing it a few days earlier (or more) will remind people of responsibilities they may have, and also help them to prepare anything they would like to contribute at the meeting.

CHAPTER FOUR

ICE BREAKERS



#31. NEVER HAVE I EVER



Each participant places an open hand on the meeting table to indicate that they have five lives to commence the game (each finger represents a life). The meeting leader should finish the sentence 'never have I ever' with an honest answer. For example, 'Never have I ever played a Playstation.' Each person who HAS done what was stated loses a life and indicates this by folding in a finger. Everyone in the meeting takes turns to finish the sentence with their own honest answer in an attempt to eliminate others before they lose their own five lives.

#32. TRUTH AND A TALE



The starting player shares two statements about themselves. Both statements should be said as if they are true, however one should actually be a tale/lie. Group members are then invited to decide which one of the two facts is actually true before the answer is revealed. For example, 'I hate chocolate cake' and 'I usually wake up at 5.30am.' Only one of these statements is actually true. Each person in the meeting can then have a turn to follow the same process.

#33. THIS OBJECT IS



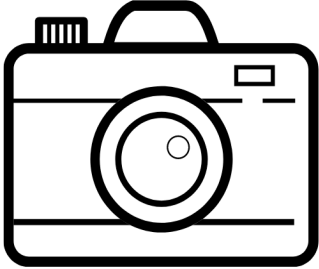
This is an ideal game to play at the start of a meeting where brainstorming might take place or new ideas shared. The meeting leader should bring a random item (such as a brick, wooden spoon, saucepan) and show this to the group. The leader should declare what they think the item could be used for (something that is not its intended purpose). Following this, the item should be passed one-by-one to each person in the meeting so that they can share a creative use for the item.

#34. MY ALL TIME FAVOURITE



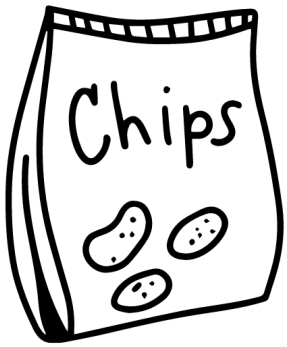
This is a quick game to get people discussing, which doesn't require a winner. The meeting leader chooses a topic such as 'My favourite all time song is...' or 'My favourite all time toy is...' The meeting leader finishes the sentence with their own answer before inviting each person in the meeting to contribute their own ending to the same sentence. A winner can be selected if desired, and additional rounds can be played if time is available.

#35. WHAT'S GOING ON?



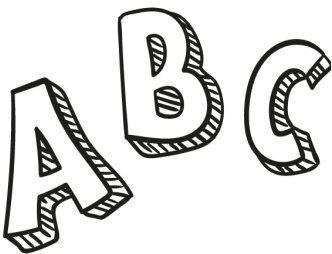
This game is great for encouraging people to consider the feelings of others. It is an ideal game to play at the start of a meeting in which some serious issues might be discussed. The meeting leader should bring a photo that can be shown on a screen or is on large paper for everyone at the meeting to see. The best kind of photo to choose is one that has numerous people's faces, but it is unclear what is taking place in the scene. Allow a few minutes so that everyone can write down what they think is happening in the photo. Go around the group and invite each person to share what they have written.

#36. PICK THE BRAND



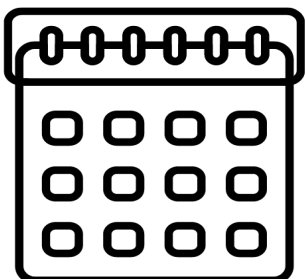
If you are organising basic snacks for a meeting this quick game is a fun way to start the discussion. In advance of the meeting purchase two different types of a product that you know will be enjoyed at the meeting. Examples include two brands of potato crisps that look the same, or one packet of jellybeans made by a well known brand and cheaper jellybeans from the supermarket's own brand. Place the two varieties in separate bowls before the meeting attendees arrive. Invite each person to taste one from each bowl and nominate which variety is in which bowl. After each person has nominated you can reveal the answer.

#37. THE FIVE LETTER WORD



The person who starts the game should think of a word with five letters but not reveal this to the other people playing. The other people should guess the five letter word and each time the game leader will tell them how many letters in the guessed word are in the actual word. This will assist the players in slowly working out the actual word. The first person to guess the correct word is the winner. It might be helpful for people to have a pen and paper whilst playing this game.

#38. LAST TIME WE MET



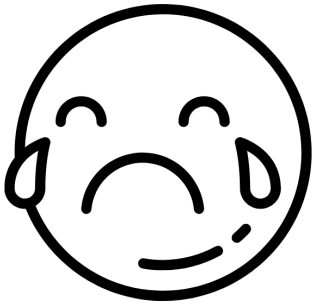
The meeting leader should use the notes/action list from the previous meeting to quiz team members about what took place. It is best to prepare the questions beforehand. Examples of questions could be: 'What are 3 agenda items from the last meeting?' or 'Who was assigned the role of writing the article for the newsletter?' Usually only four or five questions are needed. This is also a great way to re-cap the previous meeting.

#39. GUESS THE...



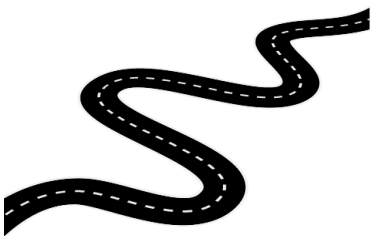
Each person in the meeting is required to submit a guess for a question such as 'guess how much money we raised in our raffle?' or 'guess the exact number of volunteers that have come forward?' One person should write down the guesses of each person so that a winner can be identified. There will usually be one or two people who already know this answer prior to the meeting so they can be the people who run the game for the remaining team members.

#40. DON'T BE NEGATIVE



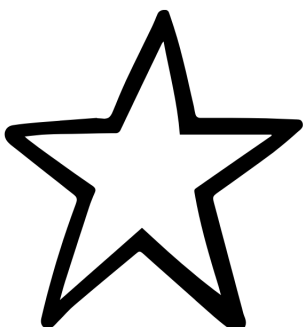
Prior to the meeting the leader should prepare a small slip of paper for each person. All the slips should say the word 'positive', and one should say 'negative.' The person who is negative must cleverly find ways to be negative during the meeting without making it too obvious. At any point in the meeting the leader should pause the discussion and ask people to guess which person had the instruction to be negative. Knowing this will happen will make sure that team members try to be positive whenever possible.

#41. I'M GOING ON A JOURNEY



One person will take control of the game and use the sentence 'I am going on a journey, and I am bringing a ball.' Everyone else needs to ask whether they can come on the journey by bringing a certain item. In the example above people may ask to bring a rock, a magazine, or a bowl. None of these items will allow the person to come on the journey. However, if they ask to bring a spoon, a book, or an egg they will be allowed to come, because the person controlling the game has pre-determined that they will only permit people on their journey if they bring an item containing a 'double letter.' More rounds can be played with new criteria.

#42. CELEBRITY QUESTIONS



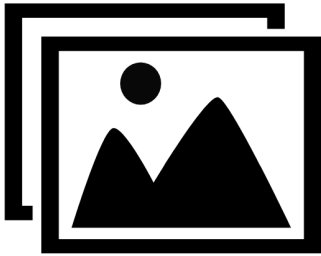
The person starting the game thinks of a famous person that both they and the other players know a little bit about. They announce to the other players the first letter of the famous person's surname. The players try one-by-one to guess who it is by asking yes or no questions. The goal is to be the first person to correctly guess the famous person.

#43. WORD AT A TIME



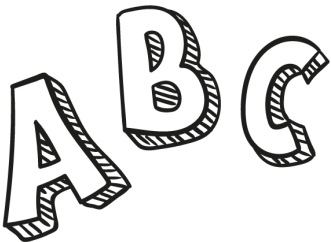
The person who starts the game simply needs to say the first word of a sentence and one-by-one each person will add one word of their choosing to the sentence in an effort to collectively make up a story that makes some kind of sense. The key to the success of this game is for each person to add the next word in a matter of only a few seconds. Don't worry if the story is not any good, as long as you are having fun.

#44. PHOTO CAPTION



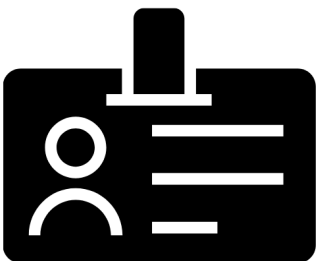
The organiser of the game should show all players a photo. It usually works best if there is something funny happening in the photo or the person in the photo has a funny expression on their face. Each person playing should write down a caption for the photo, and then reveal their caption to the rest of the meeting.

#45. ALPHABET TOPIC

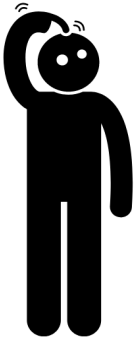


One person should decide on a topic (such as food or music) and then the group should decide on a word related to that topic starting with the letters A, B, C and continuing until the alphabet is completed (you might need to skip the letters x and z!) If a large group is playing this game, it may be easier to include everybody by going around the group asking a new person to respond for each letter.

#46. NAME SENTENCE

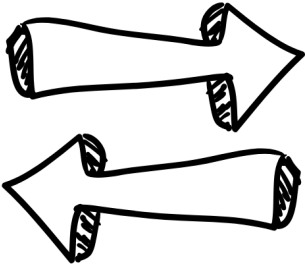


This is a game in which each person will use paper, pen and creativity at an individual task and then reveal their own efforts to others. Each person should attempt to write their own sentence, using the letters of their own first name and surname. In the first round allow people to jumble the letters of their name as they wish, but in the second round specify that the words must start with the letters of their name exactly as they are ordered.



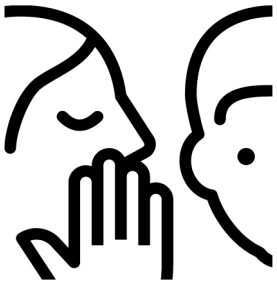
#47. RIDDLE

Prior to the meeting search online for a couple of riddles. Start the meeting by challenging team members to come up with an answer to the riddle. For example, 'what runs but never walks?' will lead to lots of creative answers such as: a tap, an engine, a fridge, make-up.



#48. WORD JUMBLE

Before the meeting decide on a sentence that will make sense to the team members attending. The sentence could even relate to something being discussed at the meeting. Print the sentence very large and cut out the words so that they can be jumbled. The goal of the team is to put the sentence back together in the original order.



#49. CIRCULAR WHISPERS

The person who starts the game whispers a sentence to the person on their left, and the sentence is passed one-by-one around the circle. The final person in the circle reveals the sentence that they heard to the rest of the meeting. This can be a fun strategy to reveal any exciting news to the team gathered at the meeting.



#50. NEWSLETTER TRIVIA

The person organising the game should look through the most recent edition of your newsletter and identify a few questions that can be asked in this game. This is a great game to see who is paying attention to the things that are going on around your team.



#51. TEAM MEMBER OF THE WEEK

Start a meeting by awarding a team member for something excellent that they have recently contributed to the team or achieved personally outside of the team.



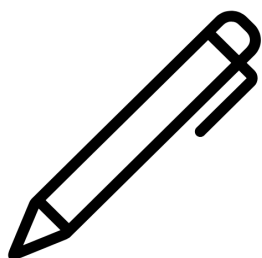
#52. JOKE OF THE WEEK

Start the meeting with a funny joke. This could be the role of the same person each week, or team members could take turns to have this role.



#53. STORY OF THE WEEK

This is similar to 'Joke of the Week' (above) but might be a chance to be a bit more meaningful. The story shared each week could be an inspiring story that somebody has found from around the world, or a story of something that has happened in your own community.



#54. PEN OF THE WEEK

This idea will encourage each team member to bring a pen to the meeting. Start each meeting by allowing each person to show the pen that they have brought and consider voting on a winner for the 'most interesting pen' at the meeting. Over time, team members will go out of their way to bring a pen that is unique.



#55. SONG TO START

Commence playing a song when it is almost the scheduled starting time for the meeting. It could be the same song each time, or a different song. Everybody attending the meeting should be informed that the meeting discussion will start as soon as the song finishes. Whilst some people will still arrive whilst the song is being played, it won't be necessary for anybody to ask, "when are we starting?"



#56. FOOD

Having food at the start of a meeting is a great ice-breaker. It can be more valuable than simply pleasing tastebuds or hunger cravings. There are many ways to organise food for meetings and another chapter of this resource gives some ideas.

CHAPTER FIVE

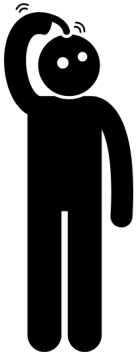
TAKING NOTES OR MINUTES



#57. DON'T WRITE TOO MUCH

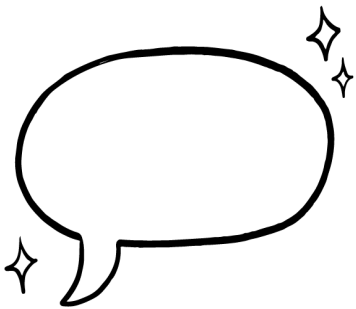


The role of the note taker is to write down notes that summarise the meeting. This will be helpful after the meeting so that everybody has a record of what was discussed and what was decided. This document is sometime referred to as 'minutes' because there is an old Latin word 'minuta scriptura' which means 'small notes.' The notes shouldn't show every word spoken at the meeting, that is called a 'transcript' and this would take too long to prepare and be too difficult to read.



#58. DON'T WRITE TOO LITTLE

The meeting notes will only be helpful if they include the things that team members will want to know. This should include the decisions that were made, the actions that need to be taken and details that could be forgotten.



#59. THE NOTE TAKER SHOULD STILL CONTRIBUTE IDEAS

The person taking the notes should feel that they are able to contribute their own ideas to the meeting. For this to be possible, they shouldn't be stuck writing down every word spoken at the meeting.



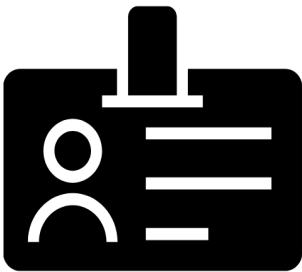
#60. PLAN WHETHER TO HAND WRITE OR TYPE

Sometimes it takes a bit longer to type and to navigate around a computer screen, so a pen and paper will be easier to keep the meeting flowing. An advantage of typing during the meeting is that it helps to send out the notes quicker afterwards. Each team should have a plan as to what will work best for your situation.



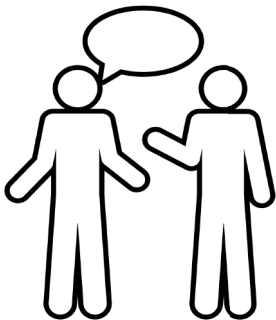
#61. FOCUS ON DECISIONS AND ACTIONS

The thing that most people will find helpful in the meeting notes is a record of what was decided. The person taking the notes should focus on writing these things down. This will include details that were decided, as well as actions that need to be taken after the meeting.



#62. INCLUDE NAMES FOR ACTIONS

There is no point in writing down that a task needs to be completed if the task hasn't been allocated to a member of the team. List the name of the person next to the action or task in the notes.



#63. GET A SECOND PERSON TO CHECK THE NOTES

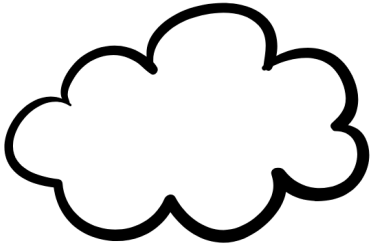
A common process for meeting notes is that somebody 'seconds' that the note taker was accurate in what they recorded. It is helpful for the note taker to get another person from the meeting to check the notes before they are circulated after the meeting. The person checking them should not just make sure that the notes are accurate, but that they are able to be easily understood.



#64. DISTRIBUTE THEM SOON AFTER THE MEETING

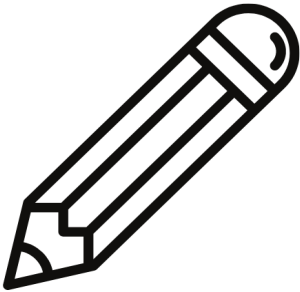
Get into the habit of giving the notes from the meeting to everybody who attended within one day of the meeting finishing. Distributing them quickly helps people to take action whilst the discussion is fresh in their mind.

#65. HAVE ONE PLACE WHERE ALL NOTES ARE STORED



Even though team members will be given their own copy of the meeting notes, it can be helpful to have one place where a copy of the notes are stored for the records of the team. This could be a printed copy in a physical folder or a digital copy in a cloud folder.

#66. ENCOURAGE PEOPLE TO TAKE THEIR OWN NOTES

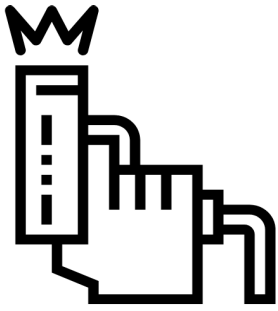


Encourage everybody participating in team meetings to make their own meeting notes on things that relate to them personally. This means that everybody can start taking action after the meeting and not need to wait for the main notes to be handed around.

CHAPTER SIX

RUNNING SMOOTHLY





#67. START ON TIME

Always start on time. It can be tempting to delay the start of a meeting until everybody is present. Unfortunately, this leads to bad habits and people regularly arriving late because they know that the meeting will not have started yet. See tip #55 in this resource for a suggestion of using music to make sure your meeting starts on time.



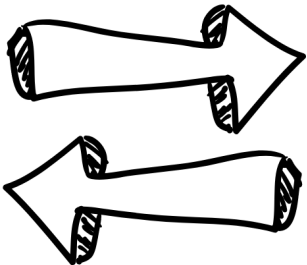
#68. HAVE A CLOCK VISIBLE

At the start of the meeting, remind everybody of the agreed finish time. If everybody in the meeting can see the clock, then it will help people to decide whether their speaking will help the meeting or hold up the meeting.



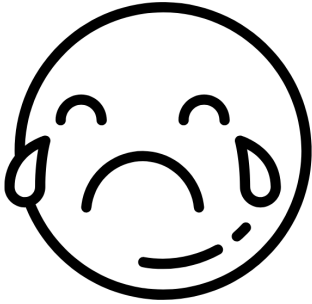
#69. HAVE A HALF TIME BUZZER

You can joke that this is like a sporting match. If there is an audible buzzer that sounds half way, then it can be a chance for the meeting organiser and the whole team to check whether it seems like half of the meeting agenda has been discussed.



#70. TURN TANGENTS INTO AGENDA ITEMS FOR NEXT TIME

A 'tangent' is when the meeting discussion has drifted to something that was not planned to be discussed. Instead of shutting down the tangent forever, cut off the discussion for now but arrange for it to be immediately added to the agenda for the next meeting.



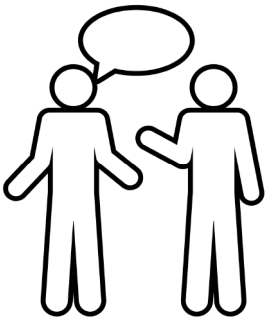
#71. IDENTIFY DISAPPOINTMENT BEFORE THE MEETING

A team member might feel disappointed if an idea they raised has been decided against, or if somebody else has been chosen for a role they had hoped for. Instead of dumping this news on the person during the meeting, look ahead at the agenda to see if a situation like this might occur and chat to these people one-on-one before the meeting.



#72. AVOID RE-VISITING DISCUSSIONS FROM PAST MEETINGS

There is a saying called 'back up the truck' which means going back over something that has already occurred in the past. If a decision has been made in a past meeting, then team members should be reminded to support that decision, so that it doesn't take up the time of future meetings.



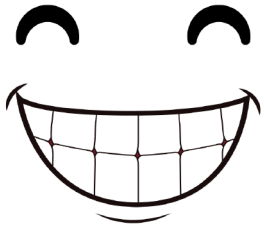
#73. NO ONE-ON-ONE CONVERSATIONS

A group meeting will stop flowing if a discussion takes place that relates mainly to two people. Instead of this discussion continuing whilst the whole team is present, pause that discussion for the two people to have later. Do this even if the discussion is an important matter.



#74. HAVE A WAY OF MAKING DECISIONS

Sometimes lots of ideas will be discussed at a meeting and it will be hard to decide which idea is the best decision. A lot of time will be wasted if the team is hoping that a decision becomes obvious. Have a regular way that your team will make decisions in these situations. It could be a vote, an understanding that everybody needs to agree, or a final choice that one person is responsible for making.



#75. POSITIVITY IS KEY

Not everybody will be happy with everything that is discussed at a meeting, but it is important that the feel of the meeting is always positive. This can be assisted by ice-breakers at the start of meetings, and enthusiasm from the chairperson.



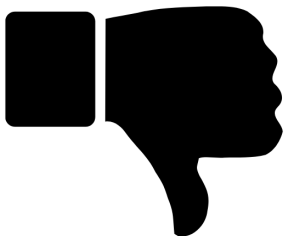
#76. TALKING STICK

If your team has a habit of talking over the top of each other, then a physical item can assist with this. Introduce a rule that 'only the person who has requested to hold the meeting stick can speak.' You can have some fun with this by making it a strange new item at each meeting.



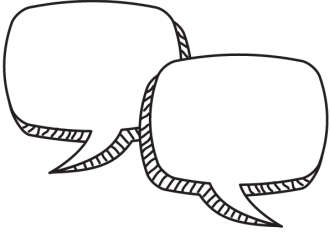
#77. INVITE CONTRIBUTIONS FROM QUIET TEAM MEMBERS

Some people involved in a meeting will have a quiet personality. Instead of missing out on these people's contribution, take opportunities to specifically ask them to speak.



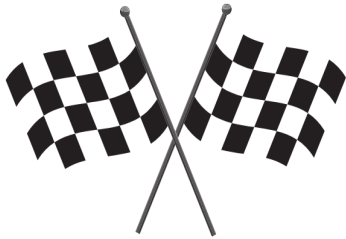
#78. DON'T CRUSH AN IDEA STRAIGHT AWAY

There will be times in a meeting when somebody makes a suggestion that everybody else thinks is a terrible idea. If that idea is crushed straight away, then it's likely that the person won't contribute again during future discussions. Deal with this by making a note of their idea and continue to invite more ideas from others.



#79. AVOID SPENDING TIME DISCUSSING UNIMPORTANT THINGS

A meeting can often drift to spending too long discussing things that are not important, even though there will be more important things to discuss. For example, there could be lots of discussion about choosing a colour for a theme, when it would be better for the team for that discussion to be concluded and one person assigned to choosing the colour afterwards.

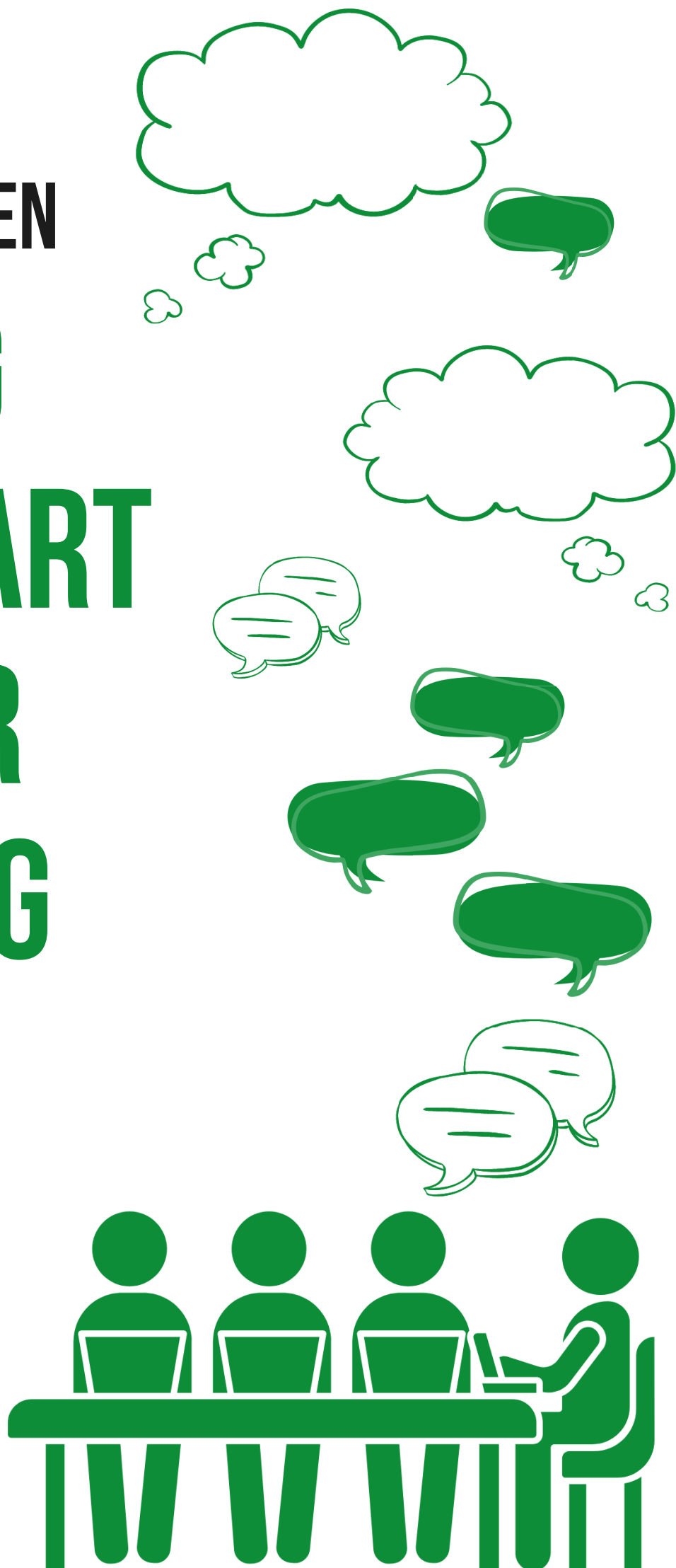


#80. FINISH ON TIME

Always finish a meeting at the agreed time. Finish the meeting even if the whole agenda hasn't been discussed. This is important so that everybody can trust the arrangements for future meetings. This also means that everybody involved in the meeting needs to be deliberate about using the tips that will ensure a meeting can be completed by the planned time.

CHAPTER SEVEN

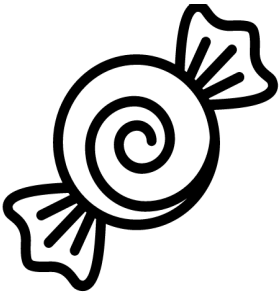
MAKING FOOD PART OF YOUR MEETING



#81. TAKE TURNS TO BRING SOMETHING TO SHARE

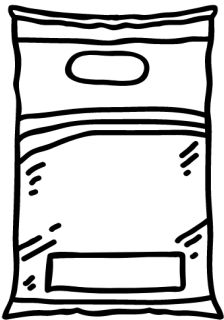


Don't leave the 'food' as the responsibility of the person in charge of the meeting. It will be challenging for one person to arrange it every time. Sharing the role will give variety to the food, and a chance for each person to show that they appreciate being a part of the team.



#82. SPEAK TO EAT

This is a tip to encourage people to speak up and contribute to the discussion. Place a bowl of lollies (or something similar) in the middle. Announce a rule that a person needs to contribute an idea at the meeting before they can reach to take something from the bowl.



#83. MATCH YOUR FOOD TO YOUR DISCUSSION

It's hard to do this for every meeting. If you will be discussing healthy eating at the meeting, then the meeting snack could be fruit. If you will be discussing reducing litter at the meeting, then the meeting snack could have no packaging.



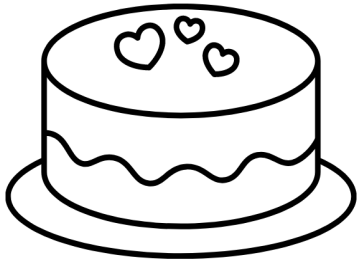
#84. HAVE A THEME FOR YOUR FOOD

To help decide on a food to bring for each meeting consider a simple theme, like a 'colour.' This would mean that one meeting the food needs to be orange, the next meeting yellow, the next meeting green etc.



#85. FOOD COULD BE A REWARD AT THE END

To help your meeting discussion move swiftly the eating of food could be saved until the end of the meeting. Everybody likes food, so it acts as an encouragement not to discuss things longer than is needed.



#86. KEEP THE FOOD SIMPLE

No matter what arrangements you make for having food as part of your meeting, you want it to be easily possible each time. The easiest way to achieve this is to make it simple. If you get carried away with lots of fancy food for your first meetings, you will discover that it's hard to continue with this and then food could be cancelled for your future meetings altogether.

CHAPTER EIGHT

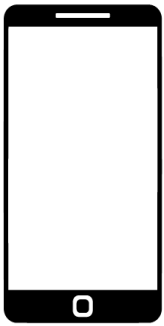
AFTER THE MEETING



#87. LEAVE MEETING SPACE CLEAN AND TIDY



Your meeting space will be used by other people, and you want these people to appreciate the efforts of your team. Obvious things to check are: rearranging furniture, cleaning up mess, and turning off lights.



#88. TOUCH BASE WITH ANYBODY WHO MISSED THE MEETING

Show care for the welfare of fellow team members and check in to see that they are ok. It's also a polite way of making them aware they missed the meeting; in case it was accidental.



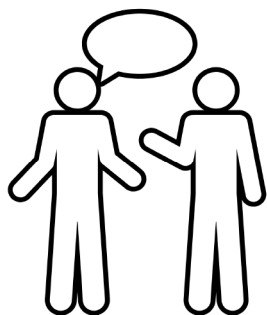
#89. TOUCH BASE WITH ANYBODY WHO SEEMED UNCOMFORTABLE

Be aware of the body language of other people during a meeting. You may notice that somebody appeared uncomfortable about a discussion or a decision. Checking on them after the meeting will give them a chance to let you know about anything that was bothering them.



#90. CAREFUL TO KEEP DISCUSSING

After a meeting concludes it might be tempting for a couple of team members to keep discussing things from the meeting agenda. Be wise about whether this is a good thing (because it only relates to those people anyway) or whether it is a bad thing (because it really needs the whole team to be part of the discussion.)



#91. KNOW WHAT'S CONFIDENTIAL

Often the things that are discussed during a meeting should only be known by the people who are part of the meeting. Be clear as a team about what can already be discussed with others, or when it's ok to announce things to everybody.

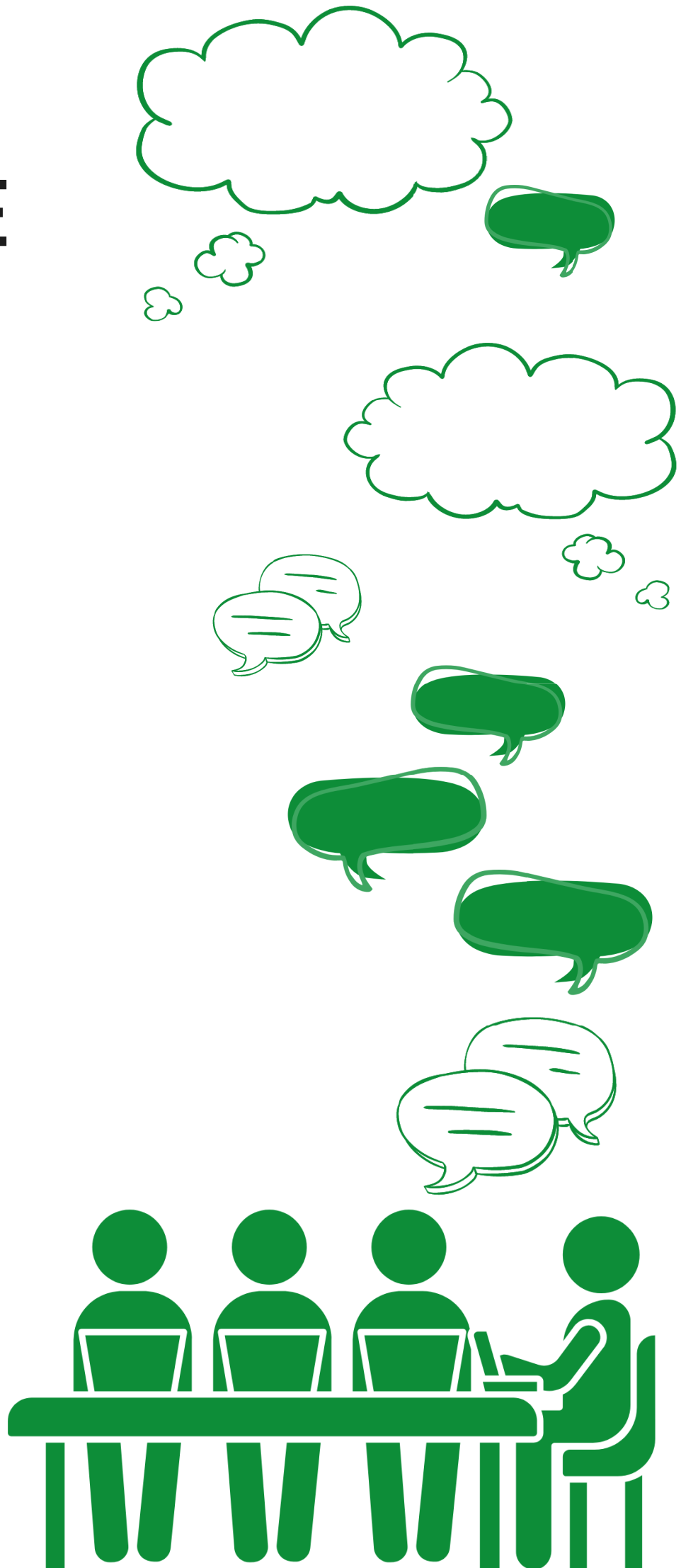


#92. GET STARTED ON THINGS THAT WERE DECIDED

Don't get into the habit of delaying any action until the day before the next meeting. When something is decided at a meeting, it can help things move forward to get started on the next steps straight away.

CHAPTER NINE

OTHER TIPS



#93. IF YOU MISS A MEETING YOU NEED TO TRUST THE TEAM



If you miss a meeting, it can be tempting to still try and influence the decisions after the meeting has finished. There are important reasons for missing meetings, but it is also important to trust the team and not complain about anything afterwards.

#94. CAREFUL OF ROTATING ROLES



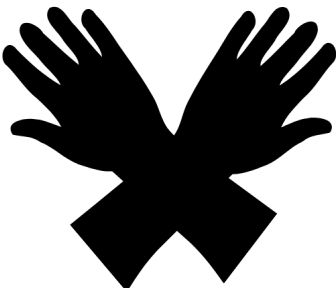
If your team has frequent meetings, it can be good to rotate the meeting roles and give people a variety of experiences. But be careful of this, especially if your team doesn't have frequent meetings. The meetings will be the smoothest when people are comfortable and experienced in their roles, not when people are continuously trying something for the first time.

#95. MEETINGS AREN'T FOR DOBBING



There will always be disagreements between team members, but a meeting isn't the place for one person to tell everybody else about a mistake made by another person. This could be addressed between a few people afterwards so that it doesn't affect the feel of the whole meeting.

#96. CANCELLING A MEETING CAN BE HELPFUL



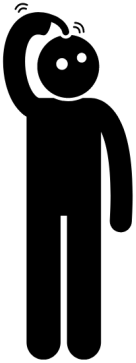
Sometimes when a meeting is being planned it becomes obvious that there isn't much that will need to be discussed. It might be helpful to cancel it so that your team doesn't feel that meetings are a 'waste of time' or to prevent getting into a bad habit of moving slowly through a meeting agenda.

#97. HAVE A PLAN FOR HOW A MEETING IS CANCELLED



A meeting could be cancelled because it isn't needed, but also could be cancelled if an important team member has become sick. Always be aware of the plan your team will use to communicate a cancellation, and don't leave people guessing. It could be an electronic notification, or a sign on the meeting door, but it needs to be something that team members know to look out for.

#98. REVIEW HOW YOUR MEETINGS HAVE BEEN GOING



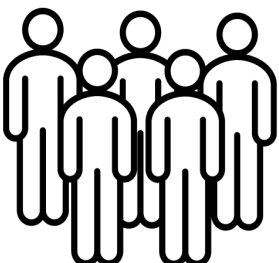
A 'review' is a process of gathering opinions to reflect on whether something is as successful as it can be. A good review will reveal some ideas for doing things even better. A team should do this after their first few meetings, and perhaps another time down the track.

#99. USE ONLINE MEETINGS OCCASIONALLY



Meeting using internet platforms has become part of the modern world. Even if your team can easily gather in the same room, it can be wise to think ahead and have an occasional meeting online. One day you might be forced to, but it's also an experience that you will likely need to be prepared for later in life.

#100. USE STAND-UP MEETINGS OCCASIONALLY



This tip is ideal for a meeting that you want to be quick, especially if it's an 'extra' meeting that is only going to be discussing one thing. Meet at a place that doesn't have chairs and 'stand-up' in a circle if you are able to. It will feel very different to an ordinary meeting and will be easier to start and finish.



#101. ALWAYS APOLOGISE IF YOU CAN'T MAKE A MEETING

If you cannot attend a meeting personally, apologise in advance to the person in charge of the meeting. It is also a good idea to explain why you can't attend the meeting. Giving this reason will stop you from missing meetings for a silly reason, and your fellow team members won't be left wondering whether you let the team down.