



## Before the meeting

- Confirm that a meeting is really necessary (i.e., email or circulating a doc for comment just won't cut it). Refer to the decision tree diagram "Why do you want to call a meeting?" to help you decide if a meeting is needed.
- Determine who needs to be there. What is the purpose/role for each individual?
- Understand the unique contribution you're looking for from each attendee. Refer to the "Should you attend a meeting?" decision tree if you need help deciding whether you need to be at a meeting.
- Include your agenda in the invitation
- Set up a way for people to attend remotely

## At the meeting

- Ask attendees to close laptops and phones if not being used in the meeting.
- Set up a "parking lot" on the whiteboard.
- Give everyone a chance to contribute, drawing out quieter attendees if necessary.
- Drive toward the result you're after, minimising detours.
- Capture the output as you go (snap photos of the whiteboard, take notes, minutes etc.).
- Identify follow-up tasks, including owners and due dates.
- Ensure everything that needed to be said was said at the meeting.
- High-fives all around!

## After the meeting

- Document issues discussed, decisions made, and action items assigned.
- Share meeting documents with participants, and key outcomes with relevant stakeholders.
- Follow-up relevant individuals to confirm that actions have been closed off.
- Share results and follow-up tasks with attendees and key stakeholders.
- Ask attendees for feedback you can use to improve your next meeting.
- Leave the room clean and tidy for the next person.

## CBN EXPECTATIONS

### Participate

By sharing ideas, asking questions, and contributing to discussions. Share your unique perspectives and experience and speak honestly. If you state a problem or disagree with a proposal, try to offer a solution.

### Be present

Don't attend to non-meeting business. Listen attentively to others and don't interrupt or have side conversations. Treat all meeting participants with the same respect you would want from them. The meeting is your time to share your ideas. Not have side meetings after the meeting.

### Be inclusive

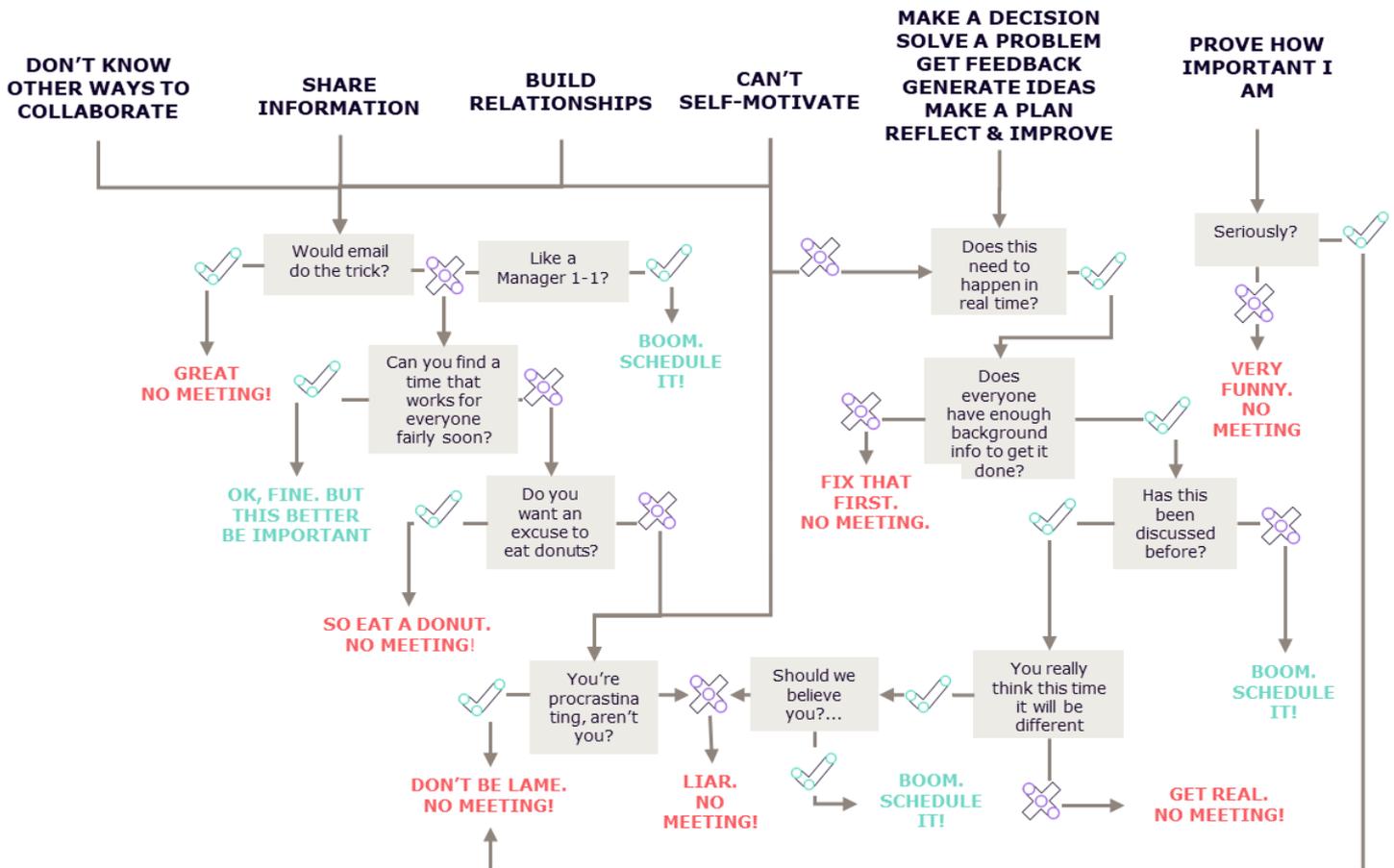
Share time so that all can participate. Be patient when listening to others speak and do not interrupt or speak over them. Respect each other's thinking and value everyone's contributions

### Be on time

- Be prompt in arriving to the meeting and in returning from breaks.
- Respect the groups' time and keep comments brief and to the point. When a topic has been discussed fully, do not bring it back up. Do not waste everyone's time by repeating what others have said.
- Aim to finish the meeting 5 minutes earlier to allow time for the next meeting to set up.
- Make sure decisions are supported by the group, otherwise they won't be acted on. Note pending issues and schedule follow up meetings as needed. Identify actions based on decisions made and follow up actions assigned to you.

## Why do you want to call a meeting?

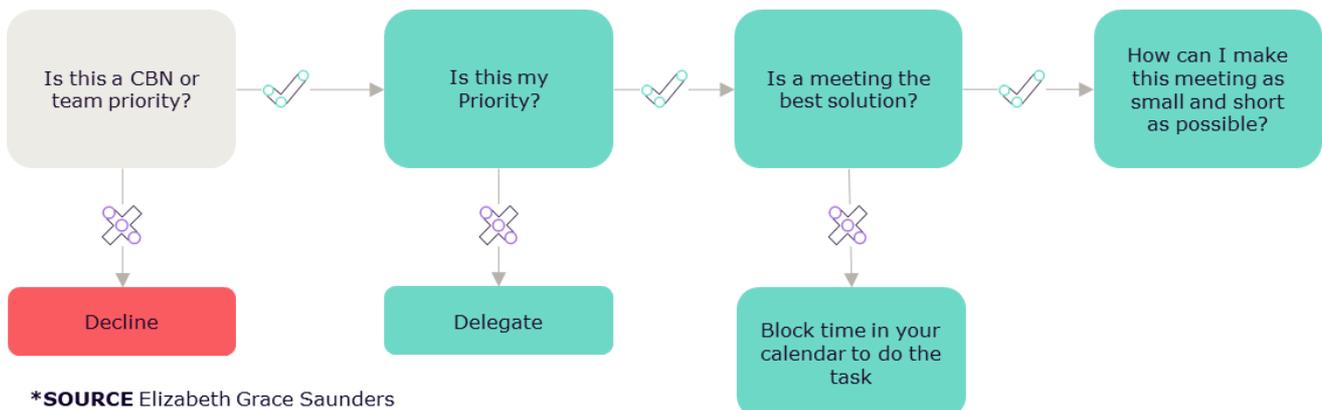
Before sending a meeting invite, it's important to consider whether the reason for holding a meeting is viable. Follow the process below to help determine your course of action: -



SOURCE Atlassian

## Should you attend a meeting?

Your time is precious, and it can sometimes be a challenge to get the necessary work done between all the meetings. Follow the decision tree below to ensure you're allocating time effectively, and in line with key priorities. - \*Source Elizabeth Grace Saunders



\*SOURCE Elizabeth Grace Saunders