

Characteristics of Good Meetings

1. Established Agenda

- Topics/Work to Be Done
- Time Allotments Estimated for each
- Participants/Leader Identified
- Objective(s) Made Known

2. Meeting Control

- Ground rules established
- Stop and correct when they are repeatedly violated

3. Issues

- There is active participation from everyone
- Keeping on schedule
- Separating decisions and content from process discussion

4. Outcomes are Synthesized

- Consensus/Decisions Reached are documented
- Work Assignments (To Whom, By When) are agreed to

5. Conducts a Self-Assessment, i.e. the meeting could have been even better if....

Consensus: A group decision which each member supports – and will at implementation. Not the same as unanimity (everyone's first choice), nor compromise (a decision which pleases no one, except in knowing that no one else got what they wanted either).