

5 golden rules for successful meetings

For sit down, planned meetings companies will accelerate potential through better, focused organisation of meeting, thereby maximising the benefit from meetings.

1. Plan

***Advanced notification meeting with more than 2 people requires even a rough meeting agenda

Use the template attached.

- Understand the objective
- Know what you want to achieve

2. Communicate

- Inform people what is to be discussed (in advance)
- Inform people what outcomes are expected

*** (Captured on a master action Notes template)

3. Prepare and circulate in advance) an agenda with:

- Logical sequence
- Priorities identified and clearly titled
- Expected timescales for each topic
- Preparation in view of discussion (circulated)
- Methodology of consideration (PowerPoint / sampling / open forum / document advance supplied)

4. Control (appointed recognised leader and timekeeper)

- Keep people to the point
- Stop side meetings (respect each others point)

5. Record (Master Action Notes template)

- Write down every decision or agreed action and identify responsibilities and timescales (The circulate as soon as possible the actions to all parties involved)
- What is the next follow up meeting on which first point is review of the above? **(Type these during the meeting for speed?)**



board meeting agenda

attendees.

apologies.

location.

date.

1. Previous Minutes – outstanding actions by exception (attached)
2. Matters Arising
3. CEO Report
4. FD Report
5. Operations Report
6.
 - a. Company platform / tax structure review
 - b. Bonus / Incentive planning timeline
 - c. IT update top line
7. Bank & transactional issues
8. AOB

