

PLAN A GREAT MEETING - WORKSHEET

PLAN YOUR NEXT MEETING

Identify a meeting you will have in the next few weeks. You can use this activity sheet to help plan and run that meeting. Complete the sections below and consider the questions at the end. If you have multiple topics for the meeting, it may help to complete a separate plan for each topic.

What is the meeting topic?	
What is the purpose of the meeting?	
What specific output(s) do you need?	
What activities will help produce the output(s)? <i>(group discussion, pairs work, brainstorming, pairs discussion with a report to the room, voting, other?)</i>	
Do the activities work with the location of the participants? <i>(if people are in a room and on video will the activities be successful?)</i>	
How long will the activities take?	
How will you measure progress towards the output during the meeting?	
Do you expect to identify actions or decisions during the meeting?	
Who will take the minutes/notes?	

QUESTIONS TO CONSIDER

- Is there enough time to effectively complete the introduction, discussion, and activities?
- Do you need to ask someone to help take minutes?
- Could all or part of this meeting be an email instead?

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