

How to Run a Meeting - Checklist

Planning

- ❑ Agenda
- ❑ Who, what, when, where, and why.

Organize the meeting

- ❑ 10 days before
 - ❑ Email the 5 W's.
 - ❑ Email the agenda.
 - ❑ Solicit agenda modifications and additions.
 - ❑ Call each and every recipient.
- ❑ 3 days before
 - ❑ Email again.
 - ❑ Call each and every recipient.
- ❑ Day before – Call each and every recipient.

Run the meeting.

- ❑ Remove distractions.
- ❑ Not too comfortable, not too harsh.
- ❑ Food and drink
- ❑ Start on time.
- ❑ Follow the agenda.
- ❑ Watch the time.
- ❑ Get commitments.
- ❑ Write everything down.
- ❑ End on time.
- ❑ Send out minutes.

Follow up.

How to Run a Meeting

or

Prior Proper Planning Prevents Piss-Poor Performance

1. Planning – to be done before the meeting is called. (More than 10 days before.)

- 1.1. Write an agenda, a step-by-step plan of what you want to get done at the meeting.
 - 1.1.1. Estimate the maximum time you want to spend on each step.
 - 1.1.2. Add them up to know how long to make the meeting.
 - 1.1.3. Write what result you want from each agenda item.
 - 1.1.3.1. For example, “I want a detailed program outline, including personnel and materials;” or
 - 1.1.3.2. “I want a patrol assigned to each outing;” or
 - 1.1.3.3. “I want to elect a new patrol leader and assistant patrol leader.”
- 1.2. Who, what, when, where, and why.
 - 1.2.1. Who needs to attend?
 - 1.2.2. What are they going to do? (This is the agenda.)
 - 1.2.3. When is the meeting?
 - 1.2.4. Where is the meeting?
 - 1.2.5. Why are you having the meeting? In other words, what results do you want? (See above.)

2. Organize the meeting

- 2.1. 10 days before
 - 2.1.1. Email the 5 W’s.
 - 2.1.2. Email the agenda.
 - 2.1.3. Solicit agenda modifications and additions.
 - 2.1.4. Call each and every recipient and let them know that you sent them an email. This is where a phone tree comes in handy. (What’s a phone tree? It is a schedule of phone calls wherein one person calls two people, they each call two more, etcetera, until everyone is called.)
- 2.2. 3 days before
 - 2.2.1. Email the same information again.
 - 2.2.2. Call each and every recipient.
- 2.3. Day before – Call each and every recipient.

3. Run the meeting.

- 3.1. Plan for success:
 - 3.1.1. Remove distractions.
 - 3.1.2. Not too comfortable, not too harsh.
 - 3.1.3. Provide food and drink as necessary. If you provide too much sugar or MSG your meeting may just spin out of control.
- 3.2. Start on time.

- 3.3. Follow the agenda explicitly. If someone wants to add something, add it at the end or at another meeting.
- 3.4. Watch the time. Do not let discussion take up all your time. Cut people off politely if you have to. (E.g. "I'm sorry, we just don't have time for long discussion. . .")
- 3.5. Get commitments. Be very specific on the five W's.
- 3.6. Write everything down. You should have either a patrol or the troop scribe at your meeting taking notes.
- 3.7. End on time.
- 3.8. Follow-up
 - 3.8.1. Have the scribe send out their meeting notes as soon as possible.
 - 3.8.2. Make sure they boldly indicate commitments with their five W's.

4. Follow up on the commitments.

- 4.1. When? Before the last date you can complete the commitment yourself. Make sure you account for multiple failure commitment.
- 4.2. What if someone can't complete?
 - 4.2.1. Help them if you can. Consider it a learning opportunity.
 - 4.2.2. Have someone else help them.
 - 4.2.3. Fire them and do it yourself.
 - 4.2.4. Fire them and get someone else to do it.