

Team Meetings

noregrets

Parachute 

Managing Your Team Meetings

From sports teams to school clubs and recreational organizations, meetings occur for various purposes and in a variety of settings. Regardless of the reasons members have come together, facilitating effective meetings may be more challenging than most people expect. Here are some key things to consider when preparing for a meeting.

MEETING OBJECTIVES

All meetings have specific goals and expectations depending on the overall objectives of the team. Managing these in a positive way can be the difference between a successful meeting and a waste of time. Your No Regrets meetings may often involve significant decision-making, collaboration, and relaying of information. In order to make the most of your meetings, focus on effective facilitation and try to avoid the negative characteristics of a team meeting.

PREPARATION

Preparation is essential to hosting an efficient and effective meeting. Being clear about the purpose of the meeting, creating a straightforward agenda,

and outlining expectations are the first steps towards success. An agenda provides team members with a specific understanding of how the meeting will progress, the topics that are to be discussed, and the amount of time required for each topic. Be sure to keep the meeting focused and work within time limits to ensure each item on the agenda gets covered.



Consider these steps when preparing for your meeting:

- Define the purpose of the meeting and the expected outcomes
- Determine who should be there
- Reserve a room and secure appropriate equipment
- Decide on appropriate setup
- Develop an agenda
- Distribute the agenda prior to the meeting
- Inform participants if they need to do anything to prepare for the meeting

TEAM MEMBER ROLES

Meetings are largely run by one or two individuals who are responsible for preparing the agenda and keeping everyone on track so that objectives can be met. Some groups also assign roles to other participants such as the timekeeper, note taker, silent observer, etc. Because every No Regrets team is unique, some roles that make sense in one school may not work well in another setting. Talk to your team members and look at different groups in your school/ community for ideas. This will help you decide on a method that works best for your specific team.

CONDUCTING A TEAM MEETING

Now that you have the necessary tools to prepare for and initiate an effective meeting, it is important to consider the best way to conduct the meeting itself. Here are key components to facilitating a successful meeting:

- Start on time
- Review and stick to the agenda
- Include energizers and activities to boost morale
- Summarize major points and decisions
- Assign next steps and follow up action
- End on time
- Have fun!

How to Turn a Negative Meeting into a Positive One

Negative Characteristic	Action
Lack of preparation	Define a meeting's purpose
Too long	Write an agenda with a time frame
Drifting off subject	Address each item on the agenda
Questionable effectiveness	Assign follow-up action
Poor listening	Engage participants in creative ways
Excess contributions from participants	Add structure to participation
Low participation	Encourage frequent input