Find a Time & Place to Meet

- It is important to find a time to meet that works for all involved, and it is easy to do so with Doodle polls.
- One-on-one Meeting: For a one-on-one meeting, choose a coffee shop or some place with a laidback atmosphere. This will make the person you are meeting with feel more comfortable. If you’re planning to meet with a busy and/or important profesional, offer to meet at their office. This way, the person will not have to worry about transportation and take time out of their schedule to get to you.

- Small Group Meeting: For meetings of three or four people, lunch or coffee meetings are a great way for everyone to feel comfortable. You can also meet in a conference room on campus. To reserve a room on campus, follow the instructions on these links:
  - http://www.library.arizona.edu/services/study-spaces/reserve-group
  - http://rcs.registrar.arizona.edu/clubs
- Large Group Meeting: For five or more people, you should reserve a conference room so that everyone has enough space and you’re free from outside distractions:
  - http://www.library.arizona.edu/services/study-spaces/reserve-group
  - http://rcs.registrar.arizona.edu/clubs

Have an Agenda

There’s a difference between a list of things to discuss and an agenda. Agendas are important to keeping the meeting running on time and everyone on task. Here are a few tips to keep in mind as write your agenda:

- What do you want to get out of this meeting? Brainstorm ideas with yourself and others about what needs to be accomplished.
Identify specific tasks and action items to be worked on during the meeting and type them into a bulleted list. Highlight any specific details relevant to the different topics below their listing on the agenda. Some bullet points might just say “discussion” or “update,” but this will help the meeting move forward.

Determine a start and end time for the meeting. Divide up time accordingly and put limits on discussion to ensure the meeting keeps moving forward. Designate a timekeeper to keep the meeting on task and discussion moving forward.

- Keep announcements to a minimum and limit their time to 5-10 minutes.
- Set aside time for announcements at the end of the meeting. This way, people who need to leave early won’t miss major parts of the discussion.

Send out the agenda prior to the meeting so people can better prepare for it.

Very briefly review what is on the agenda at the beginning of the meeting in case any changes or additions need to be made.

At the beginning of each meeting, give an update on the project and then remind the group of meeting norms that should be followed (Example: stay on track, if you have an idea that is off topic then write it down and we will put it on the agenda later, avoid repeating points already made, etc.)

Sample Agenda

Agenda for Water Harvesting Implementation Meeting
September 20, 2014

a. Introductions [10 mins] (Natalie)
b. Possible Cistern Locations [20 mins] (Andrew)
   ACTION: Identify top 3 desirable locations
c. Delegation of Research into Locations [10 mins] (Natalie)
d. Facebook Marketing [15 mins] (Jen; update)
e. Overview of Tasks Delegated During the Meeting [5 mins] (Maddy)
Preparation
● If you have to present information at the meeting, be prepared. Have handouts ready, edited, and looking professional. If you have to give multiple pieces of information, hand them out with the agenda. If you have questions for your team, be sure to have them written down in advance.

Note Taking and Accountability
● Delegate someone to take notes for meetings so that you can refer back to them later. Don’t try to take them yourself—it’s impossible to both take good notes and lead a meeting.
● Immediately after the meeting, send out the notes along with a task list, usually called a “call-to-action”.

Facilitation
● If you are leading the meeting, you may need to speak for a while initially to provide information, but your voice should be heard the least during discussions.
● You are there to help draw information out of people—let the participants determine how the group should move forward.
● If you have something to add, wait until everyone has finished speaking, and then you can give your input (unless it is critical information that is needed for the discussion to continue).
● As moderator, try to ensure everyone who wants to speak has that opportunity. Often more outgoing individuals can dominate and those who are quiet give up trying to get a word in.