

Characteristics of a Successful Meeting

- start on time
- involve the use of a structured and pre-distributed agenda
- have timeframes attached to agenda items, and these are adhered to
- focus on the objectives throughout the meeting time
- are chaired by an appointed or elected person who clarifies issues to avoid unnecessary debate
- accept apologies from those who are unable to attend
- start with a summary of the minutes from the previous meeting (if applicable)
- are kept on track by the chairperson who summarises the progress made, where necessary, in order to maintain a sense of direction
- are structured so that when a decision is made, it is clearly communicated – responsibilities are assigned to team members and deadlines are set for action
- are results oriented
- end on a positive note
- end on time
- are characterised by the documentation and distribution of minutes – actionable items are accurately documented and followed through with