Meeting Do’s and Don’ts

Facilitator Do’s
• Stay in control of the meeting. Prevent rambling.
• Start and end on time.
• Stay mindful of the agenda. Be prepared to table some topics.
• Listen to and validate participants’ input.
• Be responsible for minutes being kept.
• Be mindful of participants on video and audio conferences.
• Review all action items at the end of the meeting.
• Distribute action items and minutes to attendees and relevant associates.
• Acknowledge people for their participation.
• Leave the room better than it was when you arrived.

Facilitator Don’ts
• Do not restart/review the meeting for late arrivals.
• Do not invite associates that are not required for the meeting.
• Do not leave writing on the white board or flipcharts.

Attendee Do’s
• Arrive early.
• Give your attention to the speaker.
• Don’t grandstand. Speak in a way that forwards the action.
• Close your laptop while the meeting is in progress. Turn off your phone.
• Bring pen and paper.
• Put the chairs and the room back in order before leaving the room.

Attendee Don’ts
• Do not overbook meetings; attending part of two meetings can be counter-productive.
• Do not have a side conversation while someone is speaking.
• Do not answer or talk on your cell phone in the meeting room while the meeting is in progress.
• Do not operate electronic gadgets during a meeting unless it is essential to the meeting.
• Do not interrupt someone while he or she is speaking.
• Do not leave trash or borrowed chairs in the room.

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