**Effective Meeting Worksheet** – Detail Version

|  |  |  |
| --- | --- | --- |
| **Meeting Title** |  | Worksheet Date: |
| **Meeting Date / Times** | **Date:** 01 Jan 20xx | **Start:** 10:00 AM  | **Finish:** 11:00 AM |
| **Location** |  |
| **Virtual Connection Info** | (Voice #, URL, Passwords, etc.) |
| **Meeting Leader** | **Name:**  | **Tel:**  | **Email:**   |
| **Meeting Contact** | **Name:**  | **Tel:**  | **Email:**   |

**Meeting Type** *Check All That Apply*

[ ]  **Information** [ ] **Status Review** [ ]  **Decision** [ ] **Staff Meeting**

[ ] **Problem Resolution** [ ]  **Working Meeting** [ ] **Other** (specify) \_\_\_\_\_\_\_\_\_

**Meeting Importance** *(State the importance of this meeting to the organization / attendees / customers as appropriate)*

**Meeting Purpose** *(State the primary reason for the meeting. See instructions for examples.)*

**Meeting Intended Outcomes** *(State the specific intended end results in terms of physical end products and/or conditions that extend the definition and understanding of the meeting purpose above. See instructions for examples.)*

* Outcome 1
* Outcome 2

**Meeting Participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Organization | Meeting Role | Required / Optional | OK for Virtual Attendance | Attended |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes [ ] No | [ ] Yes |

**Participant Preparation Required -** *(State what participants need to do prior to the meeting.)*

**Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Topic** | **Time** | **Topic Lead** | **Intended Topic Outcome** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Meeting Record**

**Primary Meeting Outcomes** (Decisions, Agreements, Recommendations, Approvals, Documents, Plans, etc.)

* xx
* xx

**Key Minutes / Notes**

* yy
* yy

**Next Steps**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Next Step | Responsibility | Due Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**Next Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:**  | **Start:**   | **Finish:**  | **Location:** |

***>> DELETE THESE INSTRUCTIONS PRIOR TO WORKSHEET TRANSMITTAL <<***

**General Instructions**

***Many meetings can be painful or a waste of time.***

*This can happen if meetings are poorly designed and managed.*

*A solution is to apply meeting management basic methods and this worksheet is one approach.*

**Meeting Organizer –** If you are the meeting organizer, do the following:

* Read the “Worksheet Completion Instructions” below to understand each section.
* Complete all applicable sections in the worksheet. Skipping sections increases the risk of meeting failure. Completing the worksheet takes time but it is an investment in making meetings less painful and more effective.
* For very brief, clearly defined and single topic meetings, an abbreviated version of the worksheet may be appropriate.
* Before the Meeting - Complete the top part of the meeting worksheet to design your meeting. Share that information as you send the meeting notice with those invited to the meeting and anyone else that should be aware of the meeting. In some situations for important meetings, you might consider completing and distributing a draft version of the worksheet to allow meeting attendees to help define the meeting.
* During the Meeting – Bring the worksheet to the meeting and distribute copies. Use the worksheet to manage the meeting.
* At the End of the Meeting – Complete the meeting minutes and actions section with the meeting attendees.
* Right After the Meeting – Distribute the completed worksheet with minutes and actions to all attendees. In your email, ask to be notified of any errors within 24 hours. Use the completed worksheet to track actions completion if another action tracking system is not in place. Retain the completed worksheet as a record of the meeting and actions.

**Meeting Invitee** – If you are invited to meetings, do the following:

* If you are invited to a meeting and no worksheet such as this is provided, use the top part of the worksheet to question the meeting organizer of the intent, outcomes and any needed preparation for the meeting to make sure your time is well spent.
* Use this worksheet to educate yourself on how to manage meetings you call.

**Organization Management** – If you manage an organization, do the following:

* Have your organization use this worksheet (or some variation) to make meetings and your organization more effective. Start by using it yourself, lead by example.

**Worksheet Completion Instructions**

**Meeting Title:** *Use a title that clearly expresses the context and main purpose of the meeting.*

*Examples: Project xyz issue \_\_\_\_\_\_\_\_\_\_\_ discussion; customer status review; customer direction change related to \_\_\_\_\_\_\_\_; Problem \_\_\_\_\_\_\_\_\_\_ solutions discussion; ……*

**Meeting Leader and Contact:** *Identify the leader of the meeting. Identify a contact name for questions about the meeting if different from the leader.*

**Meeting Type:**

*Attendees need to know what the type of meeting is being called, this will support success.*

*A single meeting could be multiple types, check all that apply.*

**☐ Information ☐ Status Review ☐ Decision ☐Staff Meeting**

**☐Problem Resolution ☐ Working Meeting ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Objective:** (The primary reason, intent or purpose of the meeting.)

*State the specific purpose or intent of the meeting. Meetings can have multiple purposes.*

*Examples: The meeting objective is to solve problem xyz and change our plan accordingly. The meeting objective is to review our current project status to surface any issues and take corrective action. The meeting objective is to communicate a new work approach our organization has selected and discuss any impacts. The meeting objective is to communicate a change in the direction from our customer and discuss how our plan needs to change.*

**Meeting Intended Outcomes:** (Specific end results in terms of physical end products and/or conditions that extend the definition and understanding of the “Meeting Objective”.)

*The meeting intended outcome is a specific definition of the results or outputs of a meeting. Outcomes are more detailed than the meeting objective and can be a list of physical results and/or conditions that exist as a result of the meeting.*

*Examples: If the objective of the meeting is to solve problem xyz, the intended outcome could be a selected solution, accepted by all team members with assigned tasks and due dates. If the objective of the meeting is to communicate a change from the customer and discuss impacts, the outcomes could be awareness by all team members of the change, definition of all impacts resulting from the change and changes to the planned work for specific individuals.*

**Meeting Participants:** (Define whom is invited and what is their role relative to this meeting. Include any special instructions to support the meeting accomplishing the defined objective and outcomes.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Meeting Role** | **Special Instructions** | **Required / Optional** | **Virtual Attendance** | **Attended** |
|  |  |  |  |  |  |
|  | Expert on … | Pls bring recommendation on ……. | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |
|  | Represents xyz organization… | Have your organization’s position defined on….. | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |
|  | Development team member | Pls have your part of the plan completed…. | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |
|  | Development team member | Pls have your part of the plan completed…. | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |
|  |  |  | [ ] Req’d [ ] Opt | [ ] Yes | [ ] Yes |

**Participant Preparation Required / What to Bring to the Meeting:**

*This is any work required of the meeting attendees that is to be completed prior to the meeting. If this is simple, it can be defined in the “Special Instructions” in the participants table above. Include what information or other work products individuals should bring to the meeting.*

*Examples: Read and bring your comment on document abc, review the presentation and prepare comments for final version, bring your ideas on solving issue 123, ……*

**Agenda Topics:**

*The agenda topics are the topics that will be addressed in the meeting in the order they will be addressed.*

*Examples:*

* *Background, problem statement, alternative solutions, solution selection*
* *Review part 1, review part 2, review part 3*
* *Schedule review, budget review, technical status,*
* *General discussion for new ideas, best idea selection by group*

**Meeting Record**

**Meeting Outcomes** (Decisions, Agreements, Recommendations, Documents, Plans, etc.)

* Xx
* xx

**Key Minutes**

* yy
* yy

**Next Steps**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Next Step | Responsibility | Due Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |