

# Meeting Guidelines

*Guidelines for ensuring productive meetings:- if you're sitting in a meeting right now, it's your job to demand that these are followed.*

## **Meeting Leader**

- > Does this meeting have a leader responsible for ensuring it stays on track?

## **Meeting Agenda**

- > Does this meeting have a clear agenda with discussion points and *decisions* to be taken?

## **Relevant Participants**

- > Does everyone in this meeting *really* need to be here?

## **Action Points**

- > Is there someone responsible for writing down action points and emailing them out afterwards?

## **On Time**

- > Did this meeting start on time and/or has it gone over time?

