

Running a Meeting

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During each meeting, cont'd:

- Set action steps. Talking about issues is important, but an effective meeting is focused on action—what are you going to do about it? For each discussion topic, decide what action should be taken and who is going to be in charge of doing it.
- Don't forget to work as a team and form group consensuses about the action steps. Try not to let one person dominate the meeting; rather, have everyone help make decisions. If people don't feel their input is valued, they're less likely to enjoy being part of the group.

At the end of each meeting:

- The meeting leader summarizes the main points of the meeting and the decisions that were made. If you didn't get to everything you wanted to discuss, you can put these topics at the top of the agenda for the next meeting. Remind everyone of the action steps you decided upon and when and where the next meeting is.

After each meeting:

- The team works on carrying out their action steps.
- The person taking minutes types up his/her notes and gets them to the team.
- The leader sends out a reminder about the next meeting.

More YV Tip Sheets

Check out these additional YV Tip Sheets:

- [The Role of the Facilitator](#)
- [Example Icebreakers](#)
- [Taking Meeting Minutes](#)
- [What is a Leader?](#)