

## THE AGENDA

This should be a full outline of the purpose of each topic to be discussed, with time limits. It should be sent well in advance and include any material for reading and should point out what those attending should do in preparation.

## CONDUCTING THE MEETING

- \* Ensure the meeting keeps on topic and on time. A secretary who attends, to take minutes perhaps, can help by mentioning the time or asking for clarification of the discussion or decisions.

## AFTER THE MEETING

- \* Ensure that minutes are completed and distributed with little delay. A simple minute/action plan format helps here.

What you need to remember about a meeting is what action was decided, who will do it, and when is it to be done.

A lengthy narrative usually wastes everyone's time.