Preparation Exercises
Planning and Running Effective Meetings

I.) **Exercise One:** You are the chairperson of the social event committee. You are about to call a meeting of the social event committee to discuss arrangements for the dance. In this meeting, which is about six weeks away, you’ll have to decide on location, food, music/entertainment, tables and chairs, decorations, and admission fee. You might even look for corporate sponsors to help fund the event.

a. What needs to be handled in your meeting?

b. Who should be invited?

c. What preparation work should be done?

d. What could you do before the meeting to ensure everyone will come with ideas and enthusiasm?

e. What should you do during the meeting to ensure that you get closure on the key issues?

f. After the meeting, what can you do to ensure that other committee members follow up on their promises to complete certain tasks?
Exercise Two: Prepare an Agenda for a Team Meeting. Working in groups of four to six, you will be given a topic and a block of time in which to plan and have a meeting. Consider the meeting’s topic (below) and:

a. Prepare an agenda. Be sure to include:
   i. Issues to be discussed.
   ii. The amount of time allocated to each issue.
   iii. Role assignments (e.g. scribe, timekeeper, leader, facilitator)
   iv. Time for a process review

b. Have the meeting. Record key points and decisions on a flip chat or other “public” device. Plan to have one or more members present the findings of your group.

c. Do a process review. Discuss what worked well and what could be improved in this meeting.

d. Report out on your group’s outcomes (what recommendation or conclusions your group offers) and processes (how your group got to that point)

e. Topics
   i. Feedback on this course: what elements are effective in terms of your ability to learn and apply what’s being taught, as well as suggestions for strengthening elements that could be improved.
   ii. The role of technology in your team’s next presentation. What options are available? What are the strengths and weaknesses of the options? What recommendations would you make for future team-based presentations?
III.) Exercise three: Try this
a. Observe a meeting in your workplace or school (group project, school organization meeting). Overall, how well was this meeting executed? Take notes on what happened (and didn’t happen) during and immediately after the meeting so that you can answer the following questions.
   i. What was the purpose of the meeting? How do you know this?
   
   ii. Was the purpose or objective met? How do you know this?

   iii. What were some specific things that were effective? Explain and cite examples.

   iv. What made the meeting ineffective? Explain, citing specific examples.

   v. If you were to lead this meeting, what would you have done differently and why?

b. Watch a meeting that occurs in a sitcom, video/movie, or news program. Take notes on what you observed during and immediately after the “meeting” and answer the following questions.
   i. What was the purpose of the meeting? How do you know this?

   ii. Was the purpose or objective met? How do you know this?

   iii. What were some specific things that were effective? Explain and cite examples.

   iv. What made the meeting ineffective? Explain, citing specific examples.

   v. If you were to lead this meeting, what would you have done differently and why?