



## Meeting Management Guidelines: The Beginning, the Middle, and End of Meetings

### **At the beginning of the meeting**

- See that everyone has a name tag and knows where to sit.
- Have a key person welcome the group and introduce the facilitator.
- Explain your role and answer questions regarding the role.
- Discuss housekeeping items such as where the bathrooms and telephones are located.
- Introduce the recorder(s) and his or her role.
- Have participant introductions or do an introductory warm-up activity.
- Clarify any non-participant roles such as reporters or observers.
- Post the agenda or give everyone a copy.
- Get agreement on the ground rules – this is the time to develop ground rules with the participants if it's not been done before.
- Review and get agreement on the agenda, goals, and objectives for the meeting.

### **During the middle of the meeting**

- Keep the group focused with pertinent discussions and activities.
- Learn the participant's names as soon as you can.
- Use the ground rules as necessary.
- Encourage involvement by everyone, make opportunities for involvement.
- Encourage creativity, use activities that support creativity.
- Use your paraphrasing skills.
- Clarify and check for agreement and consensus as the group moves along.
- Note the start time for each session on your working agenda to keep track of time and manage it effectively.
- Give people regular breaks, make sure they are physically comfortable. Stay flexible.

### **At the end of the meeting**

- Review decisions and plans of action with the group.
- Schedule the next meeting if necessary.
- Have the participants fill in an anonymous written evaluation.
- Debrief the meeting with the participants.
- Celebrate the successes and progress made that day.
- Thank the group for their cooperation.
- Collect the written evaluations.

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