

## **Meetings: the absolute basics – an overview.**

- **When, where, why, how, for whom, how often?**
- **To do what?**
  - Decide**  
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  - Discuss**  
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  - Inform**
  
  - Bond**
  - Analyse**
  - Plan**
  - Motivate**
  - Fire-fight**
  - Review**
- **What methodologies will be used in the meeting?**
  - Types of thinking?**
  - Types of presentation?**
- **Other things!**
  - Feedback –minutes.**
  - Future agenda.**
  - Action by whom, when, how and over what?**
- **Was the meeting worthwhile? In terms of time spent, objectives met, opportunity cost ( salary and other tasks that could have been done if not at the meeting ), staff development, motivation and morale.**