



PATRICK TOMLINSON ASSOCIATES

**EFFECTIVE WORKPLACE MEETINGS
TEMPLATE**

PATRICK TOMLINSON 2021

TEMPLATE FOR DEFINING MEETING PURPOSE AND FUNCTION

This template helps clarify the purpose and function of all meetings, including 1-1 as well as group meetings. It can also be used as a helpful way of reviewing current practice.

1. WHAT IS THE MEETING TITLE (i.e., supervision, team meeting, senior management meeting, de-brief, etc.)?

2. WHAT IS THE MEETING TASK (Its purpose and desired outcomes)?

2.1 What is the authority of the meeting - i.e., in making decisions?

2.2 What are the rules regarding confidentiality?

3. WHO IS THE MEETING CHAIR?

3.1 What is the role of the chair? e.g., does the chair determine the order of the agenda?

3.2 Does the chair decide how much time is allocated to each item?

3.3 Can the chair adjourn the meeting?

3.4 Is it clear how decisions will be made? i.e., can the chair make decisions, without a formal voting system?

3.5 Will there be a designated timekeeper?

4. WHO ARE THE MEETING PARTICIPANTS?

4.1 What roles are required to attend?

4.2 Who else may attend?

4.3 How absence is negotiated – i.e., with whom? in advance?

4.4 If someone is absent can they be represented by someone else?

5. WHAT IS THE MEETING FREQUENCY (including set times, day, start and finish)?

6. PLACE (Where does the meeting take place? Online? Is there a room booking system?)?

6.1 Is the location and room suitably accessible to all attendees?

6.2 Is the room situated in a place conducive to the meeting? e.g., appropriate re noise, light, confidentiality.

6.3 Is the room an appropriate size, etc.?

7. ADMINISTRATION - ANY REQUIRED PAPERWORK

7.1 How is the agenda made?

7.2 When is it distributed - e.g., is it done in advance?

7.3 Is any other information distributed in advance?

7.4 Are minutes or any other records to be taken?

7.5 Who will take the minutes?

7.6 How are they agreed?

7.7 Who are they distributed to?

7.8 What is the level of confidentiality?

7.9 How long after the meeting are all minutes/records signed off as complete?

7.10 Where are records filed?

8. EQUIPMENT REQUIRED

- 8.1 Table (size, shape) & chairs (number & quality)?
- 8.2 Clock?
- 8.3 Water & glasses?
- 8.4 Flip chart? Projector? Pens & Paper?
- 8.5 Tissues?
- 8.6 Do not disturb notice?
- 8.7 Is all equipment accessible to attendees?
- 8.8 Anything else?

9. ANY SPECIFIC RULES?

- 9.1 Can attendees bring food and drink to the meeting?
- 9.2 Mobile phones and other devices to be turned off?
- 9.3 How will any attendees be contacted if there is an urgent matter? Will there be a contact person outside of the meeting who can relay any urgent messages?

10. ARE THERE ANY ORGANIZATIONAL POLICIES AND OTHER REGULATIONS THAT ARE RELEVANT TO THE MEETING?