



PATRICK TOMLINSON ASSOCIATES

**EFFECTIVE WORKPLACE MEETINGS
TEMPLATE**

PATRICK TOMLINSON 2021

APPENDIX - TEMPLATE FOR DEFINING MEETING PURPOSE & 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)? It should be possible to define this in one or two sentences.

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 the time 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 voting system? If there is a voting system, what are the rules?

4. WHO ARE THE MEETING ATTENDEES?

4.1 What roles/people must attend?

4.2 Is attendance mandatory?

4.3 What are the expectations about absence? How and when is this communicated and/or negotiated? Can an absent attendee be represented by someone else?

4.4 Can the meeting be attended online? If so, what are the expectations, on issues of confidentiality, computer cameras on/off other devices on/off, and where the online person can call in from (home, work, not driving)?

5. WHAT IS THE MEETING FREQUENCY (including set times – the day, start, and finish. Is the meeting for a specific period or ongoing)?

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? Are disability needs fully considered?

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?

6.4 Can the meeting be online?

6.5 If the meeting is online does everyone attend online?

6.6 Are there any special considerations for attending meetings online? For example, having the camera on. This is especially important when there are confidential matters to be discussed.

Not driving while meeting – this is a health and safety risk and does not allow full attention to either the meeting or driving. Rules about having phones on or off etc., are especially important as what people are doing is not so visible.

7. ADMINISTRATION - ANY REQUIRED PAPERWORK

- 7.1 How is the agenda made? Can attendees add items?
- 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 What is the expectation as to when the minutes are produced? For example, during the meeting, within 24 – 48 hours, etc.
- 7.10 How long after the meeting are all minutes/records signed off as complete?
- 7.11 Are agreed actions reviewed at the start of the meeting.
- 7.12 Where are records filed? Are they secure?

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 Is any drink and food provided, water, for example? Can attendees bring food and drink to the meeting?
- 9.2 Are mobile phones and other devices to be turned off, or put on silent?
- 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?
- 9.4 Any specific rules and protocols for online meetings?
- 9.5 Anything else?

10. HOW IS THE QUALITY OF THE MEETING MONITORED AND REVIEWED?

- 10.1 What training and support is provided regarding meetings and for meeting chairs?

11. ARE THERE ANY ORGANIZATIONAL POLICIES AND OTHER REGULATIONS THAT ARE RELEVANT TO THE MEETING? IF SO, HOW ARE ATTENDEES MADE AWARE OF THEM?