Simple meeting procedure

Before the meeting:

* Work out who is going to do what in the meeting: run the meeting, take minutes
* Work out what you need to meet about: project progress, any issues, solving problems, providing feedback
* Where and when you are going to meet
* Work out where you will have the meeting and what materials you’ll need (paper, pens etc)

During the meeting:

1. The minute taker writes down all of the names of the people attending the meeting
2. The chairperson opens the meeting.
3. Progress report: each of the members of the team report in to the group on what they have done, where they are up to in the project
4. Issues: team members experiencing issues, frustrations or other obstacles can raise them here. Other team members can provide help, support or possible solutions
5. Decisions: decisions about the project can be made here. Members can discuss possible options for the project and members can vote to decide which option to go with
6. Any other business: anything else team members would like to raise can be done here
7. Chair person closes the meeting

Roles:

Chair person: the chairperson is responsible for making sure the meeting stays on track and follows the meeting procedure. It can be easy to get into big open-ended discussions about your project. The chairperson does not hold any more authority than anyone else in the group.

Minute taker: the minute taker is responsible for writing down a short but accurate recount of the meeting, what was said and who said it. The meeting minutes can be used in the future to check what was said.

Team member: all team members have the same authority in the meeting. They can provide feedback, agree, disagree, discuss and vote on what is said by other team members.