



# How to conduct a meeting

Neighborhood Services Division

City of Escondido

INFORMATION  
GUIDELINE

4

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## PREPARE FOR THE MEETING

1. Define the objectives and desired outcomes. Know what you are trying to achieve by having a meeting.
2. Determine if a different activity could be used besides a meeting. A lot of wasted meetings are called when a couple of phone calls, e-mail or one-on-ones would have worked better.
3. Determine topics to cover and the best format for the discussion of each one. Know what you want to get accomplished by the meeting.
4. Estimate the length of the meeting. People need to know how long to plan for the meeting.
5. Create an agenda that is carefully scripted.
6. Deliver agenda in advance so that the participants have time to plan and prepare for the meeting.
7. Make every meeting a learning event: incorporate creative and cutting edge education on a topic.
8. Use a variety of tools and activities to make the meeting productive and fun . . . get them charged up!

## START THE MEETING

1. Communicate the purpose and desired outcomes to all participants.
2. Clarify the type of participation and interaction desired.
3. Set the ground rules: when the meeting will end, how each member will be heard, what is expected.
4. Show that you value their ideas, opinions and questions.

## ASSIGN A NOTE TAKER (MINUTES)

1. Who attended.
2. What problems were discussed.
3. Key decisions reached.
4. Next steps: who needs to accomplish a task, start and end date of task and what is exactly needed.

## CONDUCT THE MEETING

1. Take time to tell and hear stories.
2. Clarify and paraphrase key ideas.
3. Ask for different points of view.
4. Use brainstorming techniques.
5. Stay focused on the agenda topics. Do not wander off topic or become distracted.
6. Capture ideas off topic and write them down on a separate flip chart for later discussion.
7. Assign next steps throughout the meeting. Make all next steps specific assignments.

## KEEP THE MEETING FOCUSED & MOVING

1. Get information and data from the meeting. Ensure all people are heard.
2. Let the people carry the content; you guide the process.
3. Acknowledge and reinforce constructive contributions.
4. Use the agenda to stay on track.
5. Vary the pace: speed up, slow down, take breaks.
6. Periodically summarize key points and ask for agreement.
7. Help the group reach consensus and reach conclusions.

**“Neighbors Create Neighborhoods”**

For more information visit our website at:  
[www.ci.escondido.ca.us/depts/cs/neighborhood](http://www.ci.escondido.ca.us/depts/cs/neighborhood)



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