## 50-Minute Meeting Handout

* Have an agenda
  + j0404115[1]The agenda is the document that outlines what will be discussed in a specific amount of time
  + With an agenda, you will have the group agree on what topics for discussion
  + Send out your agenda ahead of time so your participants get an idea of time spent on each topic.
* No side conversations
  + Set the expectations that side-conversations are not allowed
  + Tell participants that you expect them to be fully engaged in the meeting
  + Blackberries, iPhones, etc are not allowed
* Summarize actions steps
  + Summarize any action steps that resulted from the meeting
  + Have action steps at the end of the meeting
* Send out summary notes
  + This is the meeting minutes
  + This should be done as soon as possible after the meeting
  + Send out the meeting notes as a way to solidify those action items with the people responsible for doing them.