## 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.