

Your Company: Management Meeting Agenda, Decisions, and Follow-up form

Management Team Meeting at (place): _____ Time: _____ Date: ___/___/2009

Invited							
Present							

OLD Business		Total of _____ minutes allotted out of 45 minutes total			
time	Item	Presenter	Actions to be taken	By whom	By date

NEW Business		Total of _____ minutes allotted out of 45 minutes total			
time	Item	Presenter	Actions to be taken	By whom	By date

How to run a Management Team meeting:

1. Write out in clear handwriting, the time, place and date of meeting, specify how many minutes will be spent to follow up items from LAST meeting (best under 15 min.) And specify how many on new items. It is usually best not to go over 45 minutes total. On the “Invited” line write the names of those invited. Leave the “Present” line empty for now.
2. Next write in the items you want discussed and decisions made on, both for Old and New business. Specify who will be presenting the item (they will have to do their homework, and prepare presentation, or handout). Usually they will be managers who are presenting the results and achievements of an assignment you gave them. Specify how many minutes you allot them, this time includes time for discussion, and for making decisions. So they need to cut the presentation time to half the total time allotted.
3. All other columns remain empty at this time (Actions to be taken, by whom, by date).
4. Photocopy, and hand out to managers invited with as much lead time as you can allow them (a few days to a week). You can jot put a check mark next to the name of each person invited, and jot their invitation a few personal instructions regarding coming in a few minutes early, what to include in the presentation, or to come in for a review of their presentation BEFORE the meeting.
5. EXACTLY at the time of the meeting, sit down with your agenda form, and look around and in public view, go around, saying ‘Hi’ and putting a check mark in the “Present” line for everyone there on time. Do not mark as present those who come late. This will help establish a routine of punctuality.
6. During each topic, make sure each topic is presented in half the time allotted, let them know how much time is left, and encourage being on schedule. The discussion is led by you, the leader of the meeting, to get information, options, suggestions for the next action that should be taken, or opinions to help you form your decision. When you feel you know what should be done, phrase clearly WHO will DO WHAT, by WHAT DATE. If there is no objections or requests for modification in the action or timetable, than write CLEARLY on the “Action to be taken” what is do be done, phrasing it as a deliverable, or very concrete action that can easily be checked if completed. Always assign ONE person to be responsible. Others can be listed as resources to assist him. List any other resources, or budget or authorities approved for the one responsible for the completion of this action. WRITE CLEARLY AND SLOWLY, READING ALOUD AS YOU WRITE IT DOWN, so everyone hears, and if there are remarks or request for modification, your position is OPEN and ACCEPTING, and whenever possible, adjust the timetable, or actions, or authorities according to their request. This is a contract between you, both sides must accept it.
7. At the end of the meeting, have everyone wait a moment, and have your completed form photocopied, then highlight the tasks given to each participant in the form as you hand it out to them.
8. Everyone goes to his work with a clear, written, and PUBLIC description of what he must do.
9. Next meeting, take out the old form, and review who has delivered and who still owes his deliverable.
10. Enjoy!

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