

# Running Effective Meetings

- Prepare note-taking software beforehand (i.e. MS One Note)
- Know beforehand how much time you'll give to each agenda item
  - Keep team limited to that time box
- Listen to what's going on in the meeting to understand.
  - Note down only decisions made or action items
  - It's okay to ask questions to clarify. Others may be too shy to ask
- Push back if people try to assign you tasks on their deliverables
- Afterward, summarize decisions made and next actions
  - Send out via email – MS One Note is a great tool for this
- Update Action Item Document (AID) with action items discovered in the meeting