



Meeting Structure

Introduction (By chair/lead):

- Purpose & importance.
- Check that everyone has the agenda (mention the timings).
- Explain sequence (people leaving, logical order).
- Introductions (chair, timekeeper, minute taker).
- Reminder to keep differences professional
- Explain timings, breaks, and facilities.
- Minutes of previous meeting and updates from actions (if applicable).



Discussion (focused)

- Agenda items one at a time and keeping to time (Timekeeper).
- Action groups, brainstorming, or decision groups (more conversations at once).
- Add questions/follow-up points to the question park (Post-its).
- Control and note offshoots for later or post-meeting (possible 1-to-1).
- As people are no longer needed, thank them and let them go.
- Always close agenda points before moving to the next.
- Check in with the timekeeper regularly (if only to maintain brevity).
- Encourage and empower quieter people.
- Control shenanigans 😊



Close

- Summarise key points.
- Confirm actions and those assigned to them with the delivery date(s).
- Any questions regarding the points and actions covered.
- Any other business.
- Date for the next meeting.
- Thanks, praise and recognition.
- Close (Don't forget the follow-up).

