

WSCC TEAM

MEETINGS

> Handout Packet



Handout Packet for Creating Engaging and Productive Meetings

- Handout #1: Key Points and Notes
- Handout #2: Roles and Responsibilities
- Handout #3: Sample Meeting Agenda Templates
- Handout #4: Sample Meeting Minutes Templates
- Handout #5: Action Planner
- Handout #6: Additional Resources

“Meetings are at the heart of an effective organization, and each meeting is an opportunity to clarify issues, set new directions, sharpen focus, create alignment and move objectives forward.”

— PAUL AXTELL

Handout #1: Key Points and Notes

Warm-Up Activity

If you are currently participating in team meetings, is there anything you would like to improve about your meetings?

If you are not participating in school health team meetings, what does an effective meeting look like?

The purpose of a meeting

- Meetings are action-based.
- Dedicated time for:
 - discussion and listening
 - decision-making
 - planning

Team member roles and responsibilities

- Convener — coordinates meeting logistics, e.g., room reservations
- Facilitator — creates agenda and facilitates meetings
- Recorder — records and distributes meeting minutes and materials
- Scribe — records notes visually on chart paper, whiteboard, etc.
- Timekeeper — keeps meeting on time

Agendas

Serves as a guide for your meeting

- What will take place
- What will be accomplished

Allow team members the opportunity to contribute agenda items

Send call for agenda items and final agenda 1-2 weeks prior to meeting

NOTES:

Handout #1: Key Points and Notes - continued

NOTES:

Facilitator Agenda	Participant Agenda

Norms or group agreements

- Define how the team will conduct themselves and work together during meetings

Examples:

- Come prepared
- Start and end on time
- Be present

Other examples:

- _____
- _____
- _____

- Develop norms together
- Keep norms positive rather than negative
- Clarify norms for understanding
- Come to a consensus
- Post norms at each meeting
- Review norms at each meeting
- Determine how norms will be enforced

Handout #1: Key Points and Notes - continued

NOTES:

Task list

- Distributes work load among the team
- Provides accountability
- Keeps the work moving forward

What needs to be done?	Who will do it?	By when?

Meeting minutes

Include:

- Attendance
- Topics covered
- Decisions made
- Task list
- Who is responsible for tasks

Use a consistent template or format

Digital access for all team members

Handout #2: Roles and Responsibilities

Draw a line to match the role/responsibilities with its description.

Facilitator	Keeps a visual representation of the discussion in front of the group (using flip charts, whiteboard, or blackboard); records brainstorming or other group process contributions; writes large and legibly.
Convener	Guides the team through the agenda, utilizing processes that engage participants and accomplish the stated outcomes. It's best if the facilitator is neutral related to meeting outcomes. Some groups have co-facilitators who can share the work as well as step in and out of the role when their neutrality is in question.
Recorder	Helps the team make deliberate decisions about how it spends its limited meeting time; alerts the team when it is getting close to the time limit set for each item; asks the team to decide whether it wants to continue the discussion or move on.
Scribe	Responsible for the meeting logistics, including finding a meeting space, sending out the meeting notice and reminders, and arriving early to set up the room.
Timekeeper	Maintains a written record of the group's meeting; documents key decisions made, issues left unresolved, a summary of discussions, action items, and responsibility taken; uses a standard, concise form.

Reproduced from: RMC Health, Making Meetings Matter, 2014 and SMART Learning Systems, Description of Meeting Roles, 2014 with permission

Handout #3: Sample Meeting Agenda Templates

Sample Facilitator Agenda

Time	Topic	Who	Outcome
3:00	Welcome <ul style="list-style-type: none"> • Introduce new members • Agenda overview • Create/review norms • Warm-up 	Pat	New members introduced, stage set for topic discussions
3:15	Develop a plan to present district progress in implementing Coordinated School Health to the School Board. <i>Process pause (pairs) to discuss content of the presentation. Follow with group discussion.</i>	Deb, Geraldo	Outline content to include in the School Board presentation. Create initial task list with persons responsible and timelines.
4:00	Finalize team member responsibilities for staff training to be held on February 3, 2016 <i>Note: Review training task list from previous meetings. Allow 20 minutes for co-presenters to meet, and 10 minutes for group discussion.</i>	Chris	Create final training agenda with presenters, times, and handouts required. Write additional assignments on task list.
4:40	Closure <ul style="list-style-type: none"> • Group members complete this sentence: <i>Before the next meeting, I commit to...</i> • Review task list and timelines • Role assignments for next meeting • Process observations • Reminder of next meeting time/location 	Pat	Commitments shared publicly, task list finalized, roles assigned for next meeting
5:00	Adjourn	Pat	Clean up room, reset tables and chairs

Sample Participant Agenda

Meeting Topic	Outcome
Welcome: agenda overview, review norms Warm-up activity <i>Pat</i>	All members introduced, meeting outcomes defined
School Board presentation on implementation of Coordinated School Health in the district <i>Deb and Geraldo</i>	Outline content of the presentation and create initial task list
February 3rd Staff Training <i>Chris</i>	Finalize agenda, tasks, and handouts required
Closure <i>Pat</i>	Commitments made

RMC Health <https://www.rmc.org/wp-content/uploads/2015/01/TravelGuideMeetings.pdf>

Handout #4: Sample Meeting Minutes Templates

Meeting Title | MINUTES

Meeting date | *Time* Date | *Time* | Meeting location Location

Meeting called by	Name	Attendees
Type of meeting	Purpose	Attendees
Facilitator	Name	
Note taker	Name	
Timekeeper	Name	

AGENDA TOPICS

Time allotted | *Time* | Agenda topic Topic | Presenter Name

Discussion Conversation

Conclusion Closing

Action items	Person responsible	Deadline
Topic 1	Presenter Name	Date time
Topic 2	Presenter Name	Date time

Time allotted | *Time* | Agenda topic Topic | Presenter Name

Discussion Conversation

Conclusion Closing

Action items	Person responsible	Deadline
Topic 1	Presenter Name	Date time
Topic 2	Presenter Name	Date time

Time allotted | *Time* | Agenda topic Topic | Presenter Name

Discussion Conversation

Conclusion Closing

Action items	Person responsible	Deadline
Topic 1	Presenter Name	Date time
Topic 2	Presenter Name	Date time

Microsoft Office Templates, <https://templates.office.com/en-US/Minutes>

TRAVEL LOG: MEETING PLANNING TEMPLATE

Meeting Date: _____

Time (starting): _____ Time (ending): _____

Location: _____

Planning Checklist:

- Agenda sent to all members in advance of meeting
- Meeting roles identified:
 - Convener: _____ • Facilitator: _____
 - Note-taker: _____ • Snack provider: _____
 - Process observer: _____

Meeting Elements Checklist:

- Review of norms (or creation of norms if this is the first meeting or a one-time meeting)
- Warm-up activity
- Topics and outcomes
- Decisions to be made
- Process pauses included
- Time to complete task list
- Closure activity

Detailed Agenda for Meeting Convener and Facilitator

Time	Topic/Activity	Who	Outcome

RMC Health <https://www.rmc.org/wp-content/uploads/2015/01/TravelGuideMeetings.pdf>

Handout #5: Action Planner

Choose an essential meeting component you would like to implement:

What specific tasks do you/your team need to complete in order to implement this component?	Who will complete the task?	By when will the task be completed?
1.		
2.		
3.		
4.		
5.		
6.		

Handout #6: Additional Resources

Aurik, M. (2017). 8 fun ways to start a meeting that will make your meetings engaging and productive. Retrieved from <https://www.getminute.com/8-fun-ways-start-meeting/>

Garmston, R. J., & Zimmerman, D. P. (2014). *Lemons to lemonade: Resolving problems in meetings, workshops and PLCs*. Moorabbin, Victoria: Hawker Brownlow Education

Kelsey, D., & Plumb, P. (2013). *Great meetings! great results: A practical guide for facilitating successful, productive meetings*. Ashland: Great Meetings!

McCarthy D. (2018). How to lead effective team meetings. Retrieved from <https://www.thebalancecareers.com/how-to-lead-a-team-meeting-2275935>

NC Healthy Schools. (2003). Effective school health advisory councils: Moving from policy to action. Retrieved from <http://www.nchealthyschools.org/docs/advisorycouncil/advisorycouncilsmanual.pdf>

Peck, L. (2018). Three things you need to make your meetings run like a dream. Retrieved from <https://www.rmc.org/2018/08/three-things-you-need-to-make-your-meetings-run-like-a-dream/>

Pope, A. (2017). 31 morning meeting activities to energize your team. Retrieved from <https://biz30.timedoctor.com/morning-meeting-activities/>

RMC Health. (2014). Travel guide: Making meetings matter. Retrieved from <https://www.rmc.org/wp-content/uploads/2015/01/TravelGuideMeetings.pdf>

SMART Learning Systems. (2014). Description of meetings roles. Retrieved from <https://smartlearningsystems.com/wp-content/uploads/2013/12/Description-of-Meeting-Roles.pdf>

Stewart, M.K. (2016). 5 meeting principals to live by. Retrieved from <https://www.meeteor.com/blog/5-meeting-principles-to-live-by>

Disclaimer: This project was supported by Cooperative Agreement Number NU38OT000315, funded by the National Center for Chronic Disease Prevention and Health Promotion, Division of Population Health, School Health Branch, from the Centers for Disease Control and Prevention. Contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.