

COMMON ELEMENTS OF INEFFECTIVE MEETINGS

Some members unclear about the meeting goal

A vague or nonexistent agenda

No time limits on discussion

No process for working on important Issues

No facilitator

People who haven't done their homework

Discussions that go in circles

Lack of closure to discussions

People who argue their point of view instead of debating ideas

People who dominate while others sit Passively

Meetings that end without detailed action plans or plans for next steps

Absence of any process checking of the meeting as it unfolds, or any evaluation at the end