



PLANNING A MEETING: WHY AND WHO?

Why are we having this meeting?



Purpose

Is the purpose for sharing information, solving problems or resolving issues?



Desired Outcomes

What are the concrete and realistic meeting outcomes?



Agenda Topics

Does the agenda accomplish the desired outcomes and encourage commitment and involvement?



Decision-Making Method

How much involvement will there be in making decisions, and are participants trained in the process to be used?

Who will attend this meeting? Who will play key roles?



Stakeholders

Who is affected by the potential outcome of this meeting? Is there a win-win situation?



Facilitator

Provides neutral facilitation of partnership processes, as needed. Helps team become self sufficient in applying partnership tools and processes.



Scribe

Creates a visible record of the meeting. Writes down team members' ideas using their words. Remains neutral and does not participate in content. Not a decision maker.



Timekeeper

Moves the group through the agenda. Reduces stress on the facilitator, who must manage the discussion. Tells participants when their time has expired.