Note: This is just a general guide that may be tailored to the various types of meetings than can be held.

BEFORE
1. Set an objective for the meeting
2. Plan an agenda
3. Create any visual aids that may be needed (ex. Powerpoint)
4. Decide a time and place for the meeting
5. Send an email to all who need to be at the meeting

DURING
1. First, ensure that someone will be taking meeting minutes
2. State your meeting’s objective
3. Keep the discussion timely, useful, and relevant
4. At the end of each agenda item, summarize what was said and ask members to confirm that it’s a fair summary
5. List all tasks that are generated at the meeting
6. Make a note of who is assigned to do what and by when

AFTER
1. Stay in the room a few minutes after the meeting to answer any lingering questions
2. Send the meeting minutes and the next meeting’s objective to all members
3. Take some time to debrief and determine what went well and what could have been better
4. Put unfinished business on the agenda for the next meeting
5. Make sure to keep in contact with your members about their progress
6. And again if you EVER have any questions about ANYTHING come talk to an Involvement Ambassador!

Other great resources on how to effectively run a meeting:
http://www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/

http://www.businessweek.com/stories/2006-09-26/how-to-run-a-meeting-like-google

http://leadership.uoregon.edu/resources/exercises_tips/skills/running_effective_meetings