

How to Lead a Productive Meeting

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In chat

Think of a student organization that you are a member of that you enjoy going to the meetings. What makes the meetings effective?

Think of a student organization that you are a member of that you DO NOT enjoy going to the meetings. What makes the meetings challenging?



**You only get one chance for a
first impression.**



Strong start

- Regular and predictable meeting pattern
- Agenda
- Engagement plan
- Expectation clarity

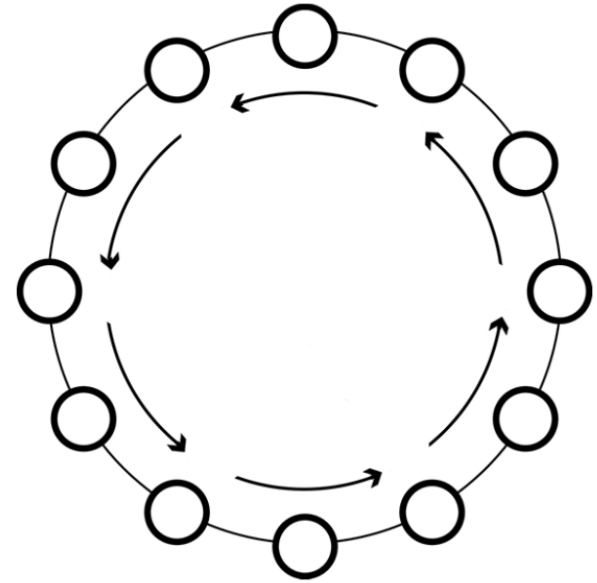


Meeting Types

- Business/Informational
- Brainstorm
- Debrief
- Relationship building

Don't forget to add in scholarship, leadership, and service

Feedback → Buyin



Robert's Rules of Order

Guidelines for Efficient, Fair Meetings

- **Agenda:** Structured steps to guide the meeting.
- **Motions:** Formal proposals for actions or decisions.
- **Debate:** Members discuss motions before voting.
- **Voting:** Decisions made through voice, hands, or ballots.
- **Quorum:** Minimum members needed for valid decisions.
- **Member Rules:** Speak only when recognized, one at a time.



Minutes and Documentation

Start your officer transition now!

Meeting minutes

- Meeting basics (e.g., time, date, location)
- Attendees
- Key announcements or reports
- Decisions and outcomes
- Next steps

Event overviews/debriefs

Process (e.g., service projects, selections)



Attendance

Set expectations

- Are your meetings required? incentivized?

But also remember...

- Life happens
- Engagement is more important
- Reach out



How NOT to lead a productive meeting

No Clear Purpose/Agenda: Leads to aimless discussions.

Overcrowding: Too many participants dilute focus.

Starting/Ending Late: Disrespects participants' time.

Poor Time Management: Wastes time on irrelevant topics.

Monopolizing Conversation: Discourages participation.

Ignoring Action Items: No follow-up or accountability.

Lack of Focus: Off-topic discussions derail progress.

Poor Meeting Space/Tech: Distractions hinder productivity.



How to lead a productive meeting

Set Purpose & Agenda: Share a clear agenda with topics, time slots, and outcomes.

Start & End on Time: Respect participants' time.

Establish Ground Rules: Set expectations for behavior and participation.

Facilitate Focused Discussion: Keep conversations on-topic and manage time.

Encourage Active Participation: Involve everyone with open-ended questions.

Use Visual Aids: Reinforce key points with slides or handouts.

Focus on Action Items: End with clear tasks, responsibilities, and deadlines.

Use a Timekeeper: Monitor time to stay on track.

Follow-Up: Send meeting minutes with decisions and actions.

Evaluate & Improve: Gather feedback to refine the meeting process.



Thank you

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