

# Effective Meetings

# XCEL Points

For Leadership Success

Campus Center and Student Activities Department

## Keeping Meetings “Just Business”

Organizations can find that a large portion of many meetings are spent socializing with group members. It is important for an organization to build personal relationships between members, but it is also important to respect the business portion of the organization as well!

Regular meetings for an organization should be a time to:

- Review what has happened since the previous meeting
- Prepare for the next event(s) the organization has planned
- Resolve issues that the organization has faced

## Write an Agenda!

Writing an agenda is a great way to help keep an organization focused. Think of topics and issues that need to be discussed at the next meeting and send it out to the organization. Ask if there are any additional topics that need to be addressed and incorporate those changes to the agenda before the group meets. Agendas should then be distributed so that each member can follow along with the meeting and stay focused on the topics at hand.

By having an agenda similar to the sample, you will find that the meeting will flow in a more productive manner and the organization members will know what to expect when they come to each meeting.

*“Those that make the best use of their time have none to spare.”*  
~Thomas Fuller

### Sample Agenda:

Call the Group to Order  
Take Attendance  
Announcements  
Old Business  
New Business  
Committee Progress Updates  
Open Floor  
Adjourn Meeting



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