

# Meeting Practices

START

Team Behaviors that Improve Meeting Effectiveness

- **START** and **END** meetings **ON TIME**
- Ensure needed **TEAM MEMBERS** are present
- Follow established **AGENDA**
- Establish and rotate **ROLES** and **RESPONSIBILITIES**
- Use **GUIDING PRINCIPLES**
- Take **NOTES** and record **ACTION ITEMS**
- Use **MEETING MECHANICS** for problem solving
- Establish a **DECISION-MAKING** process
- Ensure **EQUITABLE DISTRIBUTION** of action items
- **DATA** are collected to **GUIDE** decision making