



Meeting Hygiene

Meeting Hygiene?

Hygiene -- conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness.

Meeting Hygiene -- conditions or practices conducive to making the most out of business meetings.

Three Phases in Creating “Meeting Hygiene”

1. Planning
2. Execution
3. Post-meeting



Meeting Planning

1. What type of meeting is it? Decision making, root cause (correction of error), design, design review. Each type of meeting needs design and crafting.
2. What is the goal of the meeting. Have one or two stated goals for the meeting. (E.g. – Decide if we make an offer to a recruit; Understand how the worker was injured at the job site and what immediate steps should be taken)
3. Set agenda according to the type of meeting. Let attendees know what to expect, and what's expected of them. Agendas typically are 3 to 7 items long.
4. Ensure all relevant data or expertise is at the meeting needed to accomplish the goal.
5. Assign roles. At a minimum, there is a facilitator and a notes taker (scribe). Usually, the meeting organizer is the facilitator.
6. Do any prework – sending out material for review, other pre-meetings required
7. Planning is done by the meeting organizer. **Planning takes effort!** (steps 1 to 6 at a minimum).

Most “poor” meetings are due to poor planning



Meeting Execution

1. Create an environment for successful meeting. Computers and phones away
2. 1 minute meeting goal, agenda and roles overview – purpose of the meeting, agenda, meeting roles announced
3. Active facilitation is best – someone clearly leading and facilitating the meeting is needed. Typically, the meeting organizer.
4. Parking Lot Used – create a “parking lot” to capture important questions, issues or topics raised but not essential to work the agenda. A facilitator who knows how to use the “parking lot” is a superpower.
5. Clear capture by during meeting of key points, action items, decisions → often times done by the facilitator at the front of the meeting using flip charts. This is a challenge in zoom meetings.
6. The notes taker is allowed to focus on taking notes (and participating).
7. If there is a decision(s) to be made or “next steps” to be outlined, it should be on the agenda and given adequate time (often 15 minutes in a 60-minute meeting)
8. Short recap at the end – Restate the meeting objective, and did we accomplish that objective?



Post Meeting

1. Note taker sends notes to the meeting organizer.
2. Meeting organizer ensures notes are impactful with clear decisions made and next steps outlined.
3. Meeting organizer sends out “meeting summary” starting with the outcome of the meeting and “next steps”. Then after that, any appropriate and helpful meeting notes/minutes
4. If a “key decision” is made, send it out broader than the meeting attendees. Make it an “announcement”. The goal is to not rework decisions which have been made.



In Conclusion...

- Great meetings build momentum and team morale. Bad meetings kill morale.
- Better meetings results in fewer meetings
- Planning and active facilitation (leadership) are two of the keys

AND, the final step on great meetings

“Pizza: the great equalizer”

- Michael Scott (The Office Season 2, Episode 15)
- Don't forget the pizza!

