



Leading Effective Meetings

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Impetus - Initiation

- ◆ Don't have for One-Way communication, send an email.
- ◆ Have for Two-way.
- ◆ Have for building consensus
- ◆ Discussion of opportunities, risks, and problems



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Planning

- ◆ Invite all core stakeholders
- ◆ Invite selective peripheral stakeholders
- ◆ Send agenda, 24hrs before min.!
- ◆ Have a moderator, usually initiator
- ◆ Have note taker, usually initiator
- ◆ Have timekeeper, usually initiator



Execution

- ◆ Take minutes, and attendance list
- ◆ Take action items and review at end
- ◆ Start and end on time, keep on track
- ◆ Be organized
- ◆ Distribute hardcopy agenda
- ◆ Use visual aids



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Closure

- ◆ Send minutes within 24 hours to all stakeholders and attendees
- ◆ Include action items, who's responsible, and due date.
- ◆ Close with Plan of Action



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