UNDE Summary

Meeting Management

Efficient meetings are rare, but yet it's easy to achieve them – just follow 4 simple steps:

Plan > Prepare > Execute > Follow-up

The information from the steps can be stored in one single document.

There are a lot of inefficient meeting. Most, if not all, have after a meeting asked themselves – "Was it necessary for me to be there at all and will this meeting have any effect?".

The basics for efficient meetings is the following steps:

1 – Plan

Write an agenda, with expected output.

The agenda should also give the participants information about:

- who they will meet (incl. organizer and author of notes)
- what to discuss decision meeting or information only

• what is expected by them (times and content needed) Invite the minimum amount of persons needed (some might just be there for part of the meeting).

2 – Prepare

The meeting should be scheduled so that the participants have time to prepare according to the agenda.

3 – Execute

The organizer will keep the times and assure that the meeting will end up with the expected outcome. Tips! Park matters not relevant for the expected outcome and plan a new meeting about them with relevant persons.

The (meeting notes) author's most important task is to assure that all actions have agreed deadlines and a responsible person.

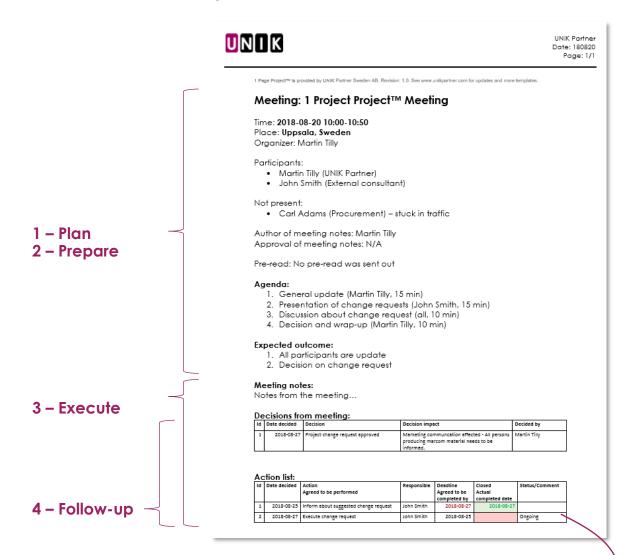
4 – Follow-up

The organizer is responsible to distribute the meeting notes and follow-up on all actions. Tips! Keep a log of all actions and decision taken in one document, and have the meeting notes as support.

UNDK Summary

Agenda & Meeting Notes template

The planning, preparation, execution and follow-up could be stored in one single document:



It is however recommended to copy all decisions and actions in to separate registers after the meeting making it easy to follow up the items:

1 Page Project ^{tw} is provided by UNIK Partner Sweden AB. Revision: 1.0. See www.unikpartner.com for updates and more templates.						
				Current date:	2018-10-04	
UN	JIK	ACTION register	1 Page Project™			
		•		a 11	a) I	
ld	Date decided					Status/Comment
-	*	Agreed to be performed *	*	Agreed to be completed b *	Actual completed date	
1	2018-03-25	Inform about suggested change request	John Smith	2018-03-27	2018-03-27	
2	2018-03-27	Execute change request	John Smith	2018-09-25		2018-03-27 Working on this right now/JS
3						
4	-					
5						

This UNIK Summary is provided by UNIK Partner Sweden AB, see www.unikpartner.com for more summaries and templates.