Effective Meetings Outcomes
Student Leader Learning Outcomes (SLLO) Project

Definition Of Effective Meetings:

Effective meetings are gatherings in which group members have an opportunity to discuss and evaluate goals, be updated on issues, have an opportunity to communicate with each other, develop group cohesiveness, identify needed resources, and make collective decisions in an efficient and productive manner. (Taken from http://spac.ucdavis.edu/forms/leadership_tips/running_fun_and_effective_meetings.pdf)

Contexts/Issues to Consider for Meetings:

- What kind of meeting is it? (Executive, General, Committee meetings)
- What is the size of the group?
- How well do the group members know each other?
- What is the purpose of the meeting?
- How will information be shared?
- What decisions need to be made and how will that process occur?
- What formal processes does the group have for its meetings?

Outcomes:

Students will be able to:
- Effectively and efficiently run a meeting (executive, general, committee, one on one)
- Take appropriate actions/complete needed tasks before, during, and after meetings

Other Useful Rubrics Related to This Topic:

Oral Communication, Written Communication, Interpersonal Communication

AggiEfolio Competencies That This Rubric Addresses:
To set up a free AggiEfolio account, please visit https://career180.tamu.edu/portfolio/

Cluster 1: Problem Solving and Thinking Skillfully
- Solving Problems and Decision Making
- Reading Ability
- Observation Skills
- Scheduling Projects

Cluster 2: Communicating Effectively
- Basic Communication Skills
- Oral Communication Skills
- Written Communication Skills
- Technical Writing Skills
- Listening Skills
- Demonstration/Presentation Skills

- Multimedia Presentation Skills
- Interpersonal Skills

Cluster 4: Working Responsibly
- Leadership Skills
- Teamwork Skills
- Work Ethic

Cluster 5: Planning and Managing a Career
- Career Planning

Cluster 6: Managing Resources
- Managing Self
- Using Reference Materials Appropriately
- Understanding Regulatory Requirements
- Determining Resources Needed for a Project

Resources:

- Definitions
  - Robert's Rules of Order: http://www.rulesonline.com/

- Books
  - Doyle, M., & Straus, D. (1993). *How to make meetings work: The new interaction method*. New York: Berkley Books.
  - Streibel, B. J. (2002). *The manager's guide to effective meetings.* New York, NY: McGraw-Hill.
  - Tropman, J. E. (1995). *Effective meetings: Improving group decision making.* Thousand Oaks, CA: Sage.

- Webpages
  - Tips For Effective Meetings (Toolpack Consulting): http://www.toolpack.com/meetings.html
  - Effective Meetings (The Ball Foundation): http://www.ballfoundation.org/ei/tools/meetings.html
  - Running Effective Meetings (Salary.com): http://www.salary.com/advice/layouthtmls/advl_display_nocat_Ser265_Par379.html
  - Running Effective Meetings (Mind Tools): http://www.mindtools.com/CommSkll/RunningMeetings.htm
  - Running Effective Meetings – Tips and Tricks (Meeting Wizard): http://www.meetingwizard.org/meetings/running-effective-meetings.cfm
  - Running Effective Meetings (Wisconsin Association of Lakes): http://www.wisconsinlakes.org/LakeGroups/runningmeetings.htm

- Training Resources:
  - Sample ground rules (Management for the Rest of Us): http://www.mftrou.com/tips-on-business-meeting-groundrule.html
  - Sample agenda template (Meeting Wizard):
  - http://www.meetingwizard.org/meetings/meeting-agenda.cfm
  - Parliamentary Procedure handout (TAMU Agrilife Extension Service):
  - http://buildingconnections.tamu.edu/ParliamentaryProcedure/Parliamentary%20Procedure%20Lesson.pdf
  - Total Quality Management team resources
    - Definition: http://en.wikipedia.org/wiki/Total_Quality_Management
    - Resources (Six Sigma): http://www.isixsigma.com/me/tqm/
  - Sample minutes template
    - Golden Key: http://www.goldenkey.org/NR/rdonlyres/5D21861C-22D0-4F1C-82C8-EC50082C0B0B/4033/MeetingMinutesSample01AUG07.doc
    - Free Management Library: http://www.managementhelp.org/boards/minutes.htm
  - Assessing meetings template
    - University of Minnesota Extension: http://www.extension.umn.edu/U-Facilitate/Evaluating%20Your%20Meeting.pdf