



Preparing to Lead a Meeting

Leading a Meeting:

- (1) When leading a meeting, **it is incredibly important to have a focus**; whether it is brainstorming, creating something, planning or reflecting on a project
- (2) **Try to be as inclusive as possible - diversity of ideas and perspectives is what often makes service so great.** Consider: Do you have a teacher or advisor who is helping run the meeting? Is there a variety of talents in the room? Are both genders represented? Do multiple grades need to be represented? Do people in the room have some experience with leading service already?
- (3) **Selecting a time & place:** What room do you have access to? Are there other clubs/groups meeting at the same time? Do you have a teacher's permission to use their room ahead of time? Can a majority of the people who are invited attend the meeting? How long will the meeting take?
- (4) **Try to be flexible** - the point of a meeting is to encourage new ideas and approaches to a project; you may have great ideas, however, being able to listen to the ideas of others can make the project even more effective
- (5) **Meeting Notes/Minutes** can be super helpful to reference later on
 - We highly recommend having a person or two dedicated to taking notes for the meeting; in order to record main ideas or things covered
 - If possible, try to keep the notes on paper first and then type them up later
 - Meeting recaps (sending finalized notes to attendees after the meeting) are also a great way to keep people on the same page or to keep track of any ideas that might come up after the meeting concludes
- (6) **Be thoughtful about the group of people involved:**
 - (a) **Do they already know each other?** If not, consider starting with group introductions so everyone feels like they can be a part of the conversation
 - (b) **Is everyone aware of the goal?** It is so necessary to have a unified purpose -- if possible, it can be incredibly valuable to form the goal of the project or the goal of the meeting as a group. (A great way to do this is to send a schedule to the attendees or at least include the purpose of the meeting in the invite)
 - (c) **What's the temperature (mood) of the room?**
 - Try to give people a few extra minutes to transition from a previous activity or the end of the school day
 - Pay attention to how team members are doing and try to be flexible to fit their needs throughout the meeting (often short & sweet works best)