

THE CENTER FOR SKILLFUL MEANS

The Union of Passion and Intelligence

Musts for Meetings

- Well-prepared agenda distributed in advance
(include reports)
- Determine length of meeting
- Start on time
- No reading during meeting
- No unscheduled breaks
- No walking out
- No personal, emotional issues or statements
- Find solutions
- Make improvements
- Make decisions
- End on time

From: MasterWork, by Arnaud Maitland, Dharma Publishing, p. 106