

IEEE Student Branch Leadership Training

Part 7: Planning Successful Meetings Operational / Business Meetings

Adapted from Maike Luiken Miller presentation:
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Region 7

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Planning Successful Meetings

Types of Meetings:

- Small - One-on-One - organizational
- **Operational/business meetings**
- Educational/professional seminars
- Workshops
- Conferences
- *Here we will talk about*
Operational/business meetings

Planning Successful Meetings

*The larger the meeting –
the more important is **structure**
and
usually – the more **preparation** and
preparation time is required*

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ - plus

Why meet?

- Purpose/reason of the meeting
 - Planning meeting, Student branch meeting, AGM, professional development, STEP event planning, etc.
- No Purpose → no reason for a meeting! People's time is precious!

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ plus

Who should be there? Whom to invite?

- Student Branch meeting:
 - Student Branch Officers. SB Counselor. SB Mentor, Committee Chairs. Section officers, guests,
- Professional Meeting/Seminar
 - Guest Speaker's), society members, SB and section members, SB and section officers, guest attendees

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ plus

When to hold the meeting?

- Determined by:
 - Required planning time.
 - Attendees and guests have to be available!
 - Facilities and possibly catering have to be available.
 - Avoid holidays

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ plus

Where to hold the meeting?

- *Determined by availability (cost) and access*
 - Free parking
 - Close to either the university/college/workplace or the home of the attendees

Planning Successful Meetings

Always:

Be Prepared and Determine W⁵ plus

What to prepare for the meeting?

- Develop an Agenda
 - Standing agenda items, your agenda
 - Ahead of time ask for additional agenda items from attendees
 - Send the agenda and other documents out early, so that attendees can come prepared
- Documents
- Refreshments (?)
- Advertising – if a seminar etc.

Planning Successful Meetings

Consider:

- Asking the potential attendees for **Agenda Items** ahead of sending out an agenda.
- Asking the potential attendees for **Motions** ahead of sending out an agenda
- Sending out **previous meeting minutes** right after the previous meeting.
- Re-sending out the minutes together with the new meeting **agenda** and any **documents** relevant to the up-coming meeting
- Sending out a **reminder** a couple of days before the meeting.
- Option: plan on Refreshments 1/2 an hour before the business/professional meeting starts to allow for **networking before the meeting**

Planning Successful Meetings

Consider:

(If possible) Determine before the meeting:

1. Who **chairs** the meeting?
2. Who **takes the minutes**?
3. Who organizes the **facilities** – room, projector etc?
4. Who brings **hardcopies of the documents** (minutes, agenda, others)?
5. Who organizes the **refreshments**?
6. Who looks after/**introduces guests** – if any?
7. Who is the **Parliamentarian** (observes that Robert's rules of Order are followed)?

Planning Successful Meetings

Important for the success of your meetings are:

1. The mix of people who attend
2. The motivation and enthusiasm of the participants
3. Careful chairing of the meeting, that ensures that all participants leave having accomplished something that is at least very useful and hopefully important and having enjoyed the process.
4. Clear identification of follow-up action items and responsibilities.
5. Minutes sent within a couple of days (no later than a week) of the event.

Planning Successful Meetings

Important for the success of your many meetings is:

1. That the “How To Plan a Meeting for Your Student Branch/Section/Group” is widely shared within your SB/ection/group!
2. This allows for sharing of the planning/preparation and for succession planning for various roles within your organization.

Planning Successful Meetings

Did we miss anything?

Don't forget the Fun!

Enjoy Your Meetings!

Planning Successful Meetings

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Planning Successful Meetings

Examples will be provided for:

- *Agenda*
- *Minutes*
- *Robert's Rules of Order*

Exercise

Agenda

1.

Exercise

Meeting Notice

Exercise

Minutes