



## **THE 10 DISCIPLINES TO BETTER MEETINGS**

1. **Purpose** - Is there a need for a meeting?
2. **Attendees** - Who should attend?
3. **Desired Outcome(s)** - What outputs are expected from this meeting? End results?
4. **Type** - What type of meeting is it?  
(Information sharing/Information processing)
5. **Length** - What is the planned schedule?
6. **Agenda Items** - Published Road map
7. **Process** - How you deal with agenda items
8. **Roles** - Who will find each role?
9. **Decision Making Process** - How will decisions be made during this meetings?
10. **Interpersonal Behaviours** - Do we understand and use interpersonal behaviours appropriately?