

**Before your staff meeting:**

1. Create and distribute an agenda with clear goals and outcomes
2. Assign meeting roles

Meeting Roles	Responsibilities
<b>Leader</b>	<ul style="list-style-type: none"> <li>• Prepares agenda BEFORE the meeting, moves agenda, elicits participation</li> </ul>
<b>Recorder</b>	<ul style="list-style-type: none"> <li>• Visual record for group, next actions list</li> </ul>
<b>Timekeeper</b>	<ul style="list-style-type: none"> <li>• Verbally announces amount of time remaining and when time is up</li> </ul>
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>• Helps to manage group process, to balance participation, to keep group focused on objectives</li> </ul>

**During the staff meeting:**

1. Clarify aim/goal: What we will get done?
2. Review roles: Leader, Recorder, Timekeeper, Facilitator
3. Review agenda
4. Work through agenda items
5. Review meeting record: review flipchart record, make changes/additions and decide what to keep for meeting record
6. Plan next actions and next agenda: Who will do what offline and aim for next meeting?
7. Evaluate the meeting: What went well? What could be improved?

**After the staff meeting:**

1. Follow-up on action items

\* From *Improve Your Medical Care*, Dartmouth