

# Meeting Rules - Guidelines V. 2.1



**Company Name:** <Enter company name.>

**Product Name:** <Enter product name.>

- **Date:** <Enter date.>
- **Contact:** <Enter your name.>
- **Department:** <Enter department name.>
- **Location:** <Enter location.>
- **Email:** <Enter email address.>
- **Telephone:** <Enter telephone number.>

Document Revision History:

Date	Revision	Revised By	Approved By
<Enter date.>	<Revision #.>	<Enter your name.>	<Enter name.>

# **Table of Contents**

- 1. INTRODUCTION.....3**
  - 1.1. DOCUMENT OBJECTIVE.....3
- 2. MEETING RULES AND GUIDELINES .....3**
  - 2.1. SECTION OBJECTIVE.....3
  - 2.2. CORPORATE MEETING PROCESS.....3

Evaluation Copy

## 1. Introduction

### 1.1. Document Objective

This document describes the rules and general guidelines for conducting effective corporate meetings.

## 2. Meeting Rules and Guidelines

### 2.1. Section Objective

This section describes the rules and general guidelines, categorized and defined as action items.

### 2.2. Corporate Meeting Process

Step	Description
1.	<p><b>Communicate Meeting Scope</b></p> <p>Create a meeting invitation email message with all the following information:</p> <ul style="list-style-type: none"> <li>• Clearly define the meeting's goal or purpose in one sentence</li> <li>• Define the meeting's level of importance and criticalness</li> <li>• Create a meeting agenda with clear, well-defined topics and a timeline</li> <li>• Describe the meeting's desired outcome and deliverables (decisions, action items, and consensus)</li> <li>• Assess and allow sufficient time to cover and resolve all topics</li> <li>• Designate required and optional attendees</li> <li>• Determine appropriate date, time and location</li> <li>• Request attendee confirmation</li> </ul> <p>Distribute all above information via email to attendees, as soon as possible.</p>
2.	<p><b>Determine Meeting Logistics</b></p> <p>Prior to the meeting, designate and seek commitment from individuals who will perform the following functions during the meeting:</p> <ul style="list-style-type: none"> <li>• Meeting leader - to manage the meeting and its flow</li> <li>• Note taker - to create a textual summary of the meeting</li> <li>• Time keeper - to ensure topics are addressed in a timely manner</li> </ul>
3.	<p><b>Conduct the Meeting</b></p> <p>At the outset of every meeting declare that punctuality is crucial. Meetings start and end on-time!</p> <p>Declare the mode of communication chosen for the particular meeting:</p> <ul style="list-style-type: none"> <li>• Discussion - Freely speak when desired</li> <li>• Classroom - Speak after permission granted. Use hand raising to signal</li> <li>• Lecture - No interruptions</li> </ul> <p>Request all cell-phones, laptops and other distractions are disabled or removed.</p>
4.	<p><b>Post Meeting Task</b></p> <p>Send via email the meeting's textual summary to attendees and relevant parties.</p>