

## Kinds of Meetings

People are brought together for different types of meetings all the time. Meetings generally accomplish group tasks and work to build common understanding along with better work relationships. Knowing why people are brought together will assist a meeting planner in organizing a successful meeting.

Type	Purpose	Ideas to include on Agenda
Staff or regularly scheduled	To regularly bring people together who work in a unit, division or organization, or who are working on a project together	<ul style="list-style-type: none"> <li>• Regular/frequent check in with people/projects (weekly/monthly)</li> <li>• Agenda review</li> <li>• Update on projects, tasks, etc.</li> <li>• Decide upon a course of action</li> <li>• Meeting evaluations</li> </ul>
Collaboration/partners or community meeting	A time when new people may be coming together for a common purpose (e.g., get/gather information, a new community endeavor, meet other people or organizations similar/different to them)	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Purpose/goals</li> <li>• Agenda review</li> <li>• Vision/mission of project</li> <li>• Share information</li> <li>• Make decisions on specific items (as needed)</li> </ul>
Public	To inform people from all sectors of the public about a new endeavor, a change in policy/procedure, etc.; some attendees known/some not known	<ul style="list-style-type: none"> <li>• Introduce people running the meeting</li> <li>• Define meeting purpose</li> <li>• Agenda and time review</li> <li>• Public recognition of people</li> <li>• Public comment/participation</li> <li>• Meeting evaluation (seek assistance from a public agency for running public meetings)</li> </ul>
Occasional/episodic	To position an organization, project, or program as a leader in a field or as a good neighbor	<ul style="list-style-type: none"> <li>• Introduce people running the meeting</li> <li>• Define meeting purpose</li> <li>• Agenda and time review</li> </ul>

*Remember, when bringing people together for a meeting, respect their time and use the meeting effectively to achieve your purpose and goals! Don't forget to have some fun!*

- Stop on time
- Create a list of assignments (as needed)

**Post Meeting**

- Save critical news print
- Ensure minutes are typed and distributed
- Check on status of assignments
- Follow-up with any conflict, challenges, or issues
- Schedule room and equipment for next meeting
- Send thank you notes as needed

Notes: \_\_\_\_\_  
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