Better meetings - 60 minutes

Working with data ethically requires meetings to take place that include diverse stakeholders. There is no blueprint for how to hold effective, inclusive meetings and different individuals take different approaches.

In order to create a cohesive meeting culture which is inclusive and encourages participation the first step is to explore current meeting practices.

At the end of 60 minutes you will:

- Know what works in a meeting
- Understand what doesn't work in a meeting
- Have individual concrete actions to take

How to run the meeting

Pre-meeting

Meeting size: 4 - 8 people
This meeting requires a facilitator

Facilitator role

- Lead the meeting
- Ensure everyone takes turns to speak - no interrupting
- Explain and enforce ground rules
- Encourage participants to expand on their answers (see top tips)
- Collate and distribute notes

Checklist

Invite attendees, sharing objectives, format and canvas	
Assign facilitator	
Assign minute taker	

Meeting - beginning - 5 minutes

Welcome attendees
Clarify meeting purpose
Set ground rules

- Take turns to speak
- No interrupting, wait your turn to talk/clarify
- No mobile phones/laptops

Meeting - middle - 25 minutes

IMPORTANT - Participants will contribute in a 'rounds' format. Each person takes a turn to speak, there are no interruptions.

Round one

- Invite participants to individually write down their answers to the **first two** canvas questions: characteristics of a good and bad meeting. Set a **one minute** timer.
- Start a round asking each person in turn to give their answer.
- When everyone has spoken, invite comments or feedback.

Round two

- Invite participants to individually write down their answers to the **third** canvas question: 'what are the benefits of a good meeting?'. Set a **one minute** timer.
- Start a round asking each person in turn to give their answer.
- When everyone has spoken, invite comments or feedback.

Round 3

- Invite participants to individually write down their answers to the **fourth, fifth and sixth** canvas questions: What could I do differently in meetings I attend? What might block me from making a change? What one action do I choose to take? Set a **five minute** timer
- Start a round asking each person in turn to give their answer.
- When everyone has spoken, invite comments or feedback.

Meeting - end - 5 minutes

Ask participants to reflect on the meeting and choose 3 words to describe how they feel. Set a timer for **one minute**
Start a round asking each person in turn to give their answer.
Thank participants and confirm notes will be circulated

Top Tips

- If you have 8 people participating, you can allow 1 minute per person, per question.
- If the responses are just one or two words, encourage the participant to say more about what they mean.
- Use open questions or prompts
    - Can you say more about that…
    - Could you give an example…
    - That's interesting, what else might be like that….
- Avoid the use of 'why' as it can seem judgemental or confrontational
- Make sure you are listening will your full attention (someone else should be taking notes)
- Ensure everyone else is paying attention

Post-meeting

Checklist

Consolidate notes, grouping answers to each question	
Distribute notes to all participants	
Remind participants to try their selected action at their next meeting	