Effective Meetings

* Before any meeting is organised, the following should be established
  + What is the purpose and objective of the meeting? Is a meeting appropriate? How should the meeting be planned? What is the meeting agenda? Who is the lead for each items? What preparations are required for the meeting? What is expected from the meeting attendees?
* Once it is clear that a meeting is appropriate, the detailed agenda should be circulated with allocated time stated on each topic. Meeting papers should be published in advance by the responsible persons to allow attendees ample time to go through the materials
* During the meeting, the chairperson has to exercise control over the discussion and ensure that it does not deviate from the topics on the agenda and encouraging all attendees to contribute
* At the end of the meeting, action points should be summarised and minutes of the meeting should be distributed no later than 3 business days after the meeting
* The importance of meeting punctuality should be emphasize as a company cultural expectation. In order to achieve this, the ideal length of the meeting should be limited to 45 minutes to allow time for any other business (AOB) and people to transition to the next meeting if any
* Teleconferences, all should ensure that ambient noise is kept to a minimal, non-speaking party should be on mute and attendees should be mindful of shuffling of papers near the microphone
* Chairperson should actively moderate, introduce pause and paraphrase as appropriate to allow attendees opportunities to clarify and contribute
* Video conferences are generally more effective when attendees are distributed across different geographic locations, and hence should be encouraged but facilities should be tested in advance to avoid delays
* Meeting across different time zones
* Take turns to share the inconveniences e.g. between New York and Australia participants
* Prioritised London morning hours for meetings with APAC region