

Meeting Rules – Guidelines V. 4.0



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>Communicate Meeting Scope</p> <p>Create a meeting invitation email message with all the following information:</p> <ul style="list-style-type: none"> • Clearly define the meeting's goal or purpose in one sentence • Define the meeting's level of importance and criticalness • Create a meeting agenda with clear, well-defined topics and a timeline • Describe the meeting's desired outcome and deliverables (decisions, action items and consensus) • Assess and allow sufficient time to cover and resolve all topics • Designate required and optional attendees • Determine appropriate date, time and location • Request attendee confirmation <p>Distribute all above information via email to attendees, as soon as possible.</p>
2.	<p>Determine Meeting Logistics</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"> • Meeting leader – to manage the meeting and its flow • Note taker – to create a textual summary of the meeting • Time keeper – to ensure topics are addressed in a timely manner
3.	<p>Conduct the Meeting</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"> • Discussion – freely speak when desired • Classroom – speak after permission granted. Use hand raising to signal • Lecture – no interruptions <p>Request all cell-phones, laptops and other distractions are disabled or removed.</p>
4.	<p>Post Meeting Task</p> <p>Send via email the meeting's textual summary to attendees and relevant parties.</p>