

# Blackblot® PMTK

## Meeting Rules



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## 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.	Communicate Meeting Scope
	<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 the appropriate date, time, and location.</li> <li>• Request attendee confirmation.</li> </ul> <p>Distribute all the above information via email to attendees as soon as possible.</p>
2.	Determine Meeting Logistics
	<ul style="list-style-type: none"> <li>• Before the meeting, designate and seek commitment from individuals who will perform the following functions during the meeting:</li> <li>• Meeting leader – to manage the meeting and its flow.</li> <li>• Note taker – to create a textual summary of the meeting.</li> <li>• Timekeeper – to ensure topics are promptly addressed.</li> </ul>
3.	Conduct the Meeting
	<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 is granted. Use hand raising to signal.</li> <li>• Lecture – no interruptions.</li> </ul> <p>Request all mobile phones, laptops, and other distractions are disabled or removed.</p>
4.	Post Meeting Task
	Send via email the meeting's textual summary to attendees and relevant parties.