Guidelines for running effective meetings (agreed to June 3, 2019)
(items below copied and pasted from various online sources)

SCHEDULING
- Do not schedule any meeting to last longer than an hour and a half (maybe in the future cut to hour).

MEETING PREP
- When you send the agenda, also send materials that everyone will need to consider. Expect attendees to read all of it. If someone isn't familiar with what you're reviewing, politely encourage them to get up to speed elsewhere.
- Finalized agenda and attachments by Monday morning prior to Wednesday meeting.

AGENDAS
- Use a few words to a sentence to describe the goal of the meeting.
- Provide a timed agenda.
- Include in the agenda: Decisions that will need to be made by the end of the meeting.
- Assign owners to all bullets or action items.

MEETING LOGISTICS AND DYNAMICS
- Use the Parking Lot (the Parking Lot is a list of issues identified in the meeting that are to be resolved outside of the meeting in the interest of conserving meeting time).
- Encourage the clash of ideas. But, at the same time, discourage the clash of personalities.
- Watch out for the suggestion-squashing reflex. This can often be achieved by requiring the squasher to produce a better suggestion on the spot. Few suggestions can stand up to squashing in their pristine state: your reflex must be to pick out the best part of one and get the other committee members to help build it into something that might work.

ACTION PLANS
- End with an Action Plan.
- An action item without someone assigned to it is worthless. Any action items created in a meeting should include the following:
  a. Description - what the action requires and expected result
  b. Person responsible - this should be one person. Assigning an action item to "the team" is completely unproductive in most cases as it only creates uncertainty about who is supposed to do what. If a team is involved in completing the action item, the person responsible for the action item should be the one who coordinates the actions of the team or, at least, reports on those actions.
  c. Expected completion date - this should be given by the person responsible. If that person sets a date that is too long, there can be discussion led by the meeting leader to determine how to get a shorter time to completion.

FOLLOW UP (MINUTES APPROVAL)
- Minutes approval to confirm action taken, deadlines met, etc.