

The Seven-Step Meeting Process

The Seven-Step Meeting is an established process that has been shown to improve the efficiency and effectiveness of meetings. The process encourages shared responsibility for meeting success by structuring roles and responsibilities for meeting participants and utilizing a structured (timed) agenda to keep meetings focused and productive.

1. **Assign Roles:** Each meeting attendee has a role to play at the meeting, these include Leader, Recorder, Time Keeper and Team Member.
2. **Clarify the Objective:** Establishes for the group the purpose of meeting and the key objectives to accomplish. Re-alignment to defined objective(s) can be used at any point to provide focus and clarity when discussion drifts.
3. **Review the Agenda:** Brief overview of proposed agenda and the times assigned for each agenda items. Best practice is to provide all team members the opportunity to contribute to proposed agenda prior to the meeting.
4. **Work Through the Agenda Items:** Majority of meeting time is spent here addressing each agenda item with its predetermined allotment time.
5. **Summarize the Content of the Meeting:** Quick overview of how objectives were met, designated action items and who is responsible for action items.
6. **Develop the Agenda for the Next Meeting:** Based on what is accomplished at this meeting, group decides what agenda items should be for the next meeting.
7. **Evaluate the Meeting:** Each member of the group provides feedback on the meeting, what went well and what can be improved. This reflection is critical in improving meeting processes over time.

Summary

- **Steps 1-3** (Less than 5 minutes): Structure meeting, prepare for work.
- **Step 4** (Majority of allotted meeting time): Do the work!
- **Steps 5-7** (Less than 5 minutes): Prepare for next meeting