How to Wreck a Meeting

Don't let anyone know ahead of time what will be discussed at the meeting.

Send out notices of the meeting at least a month in advance.

OR

Give notice only a few hours ahead of time, and through a person who knows nothing about the details.

Announce that the meeting will start "around" a certain time.

Don't let anyone know how long the meeting will last.

Make sure the leader knows nothing about "how to run a meeting."

Make no advance preparations. Have no clear idea of the meeting's aim and purpose.

Don't allow anyone to talk during the meeting.

Arrange the room so that members are in subgroups and cannot see the leader.

Criticize members during the meeting for not completing assignments.
The Meeting: An Evaluation

An evaluation of the organization should be taken periodically by the presiding officer. This information can be valuable in determining how effective meetings are. Below is a sample form for evaluating meetings.

Please rate the statements on the following scale:

SA - Strongly Agree
A  - Agree
U  - Undecided
D  - Disagree
SD - Strongly Disagree

1. The meeting was productive. ___ ___ ___ ___ ___
2. The meeting held everyone's attention. ___ ___ ___ ___ ___
3. New ideas originated from the meeting. ___ ___ ___ ___ ___
4. The group accomplished something as a result of the meeting ___ ___ ___ ___ ___
5. The presiding officer was prepared for the meeting. ___ ___ ___ ___ ___
6. The members were prepared for the meeting. ___ ___ ___ ___ ___
7. The members had enough time to discuss important issues. ___ ___ ___ ___ ___
8. The meeting would have been better if some parts had been left out. ___ ___ ___ ___ ___
   Explain.

9. Everyone was given a chance to speak. ___ ___ ___ ___ ___
10. The meeting proceeded close to the agenda. ___ ___ ___ ___ ___
11. The atmosphere of the meeting was comfortable. ___ ___ ___ ___ ___
12. The length of the meeting was appropriate. ___ ___ ___ ___ ___
13. I enjoyed attending this meeting. ___ ___ ___ ___ ___

Suggestions for future meetings: