Principles of Effective Team Meetings[1]

A key principle for effective team meetings is "structure". This refers to how the meeting is organized and conducted. Structure should encourage more efficient and effective meetings. The key elements of a structured meeting are:

- Agenda (what do we expect to accomplish?)

- Estimated timeline for completing agenda (reasonable time frames).

- Establishment of roles at meeting. Members can and should rotate the following roles but every meeting should include:

    o Leader (calls meeting to order, has agenda, sets expectations).
    o Timekeeper (keeps group on task).
    o Recorder (keeps track of agreements about the care plan and modifications, and is responsible for recording changes to care plan).

- Summary of agreements (recorder reports agreements).

- Evaluation/reflection on team process (both team process and outcome of the meeting are discussed).

[1] Hyer, K., Flaherty, E., Fairchild, S., Bottrell, M., Mezey, M., Fulmer, T., et al. (Eds.). (2003). *Geriatric Interdisciplinary Team Training: The GITT Kit* (2nd ed.). New York: John A. Hartford Foundation, Inc.