

Checklist for Effective Meetings

FMEA facilitators must be able to run effective meetings. Some of the characteristics of well run meetings include:

1. Starting and ending meetings on time
2. Publishing and sticking to agendas
3. Developing and getting agreement on meeting “Norms”
4. Always maintaining focus on the meeting objectives
5. Summarizing results and follow-up actions at end of meeting
6. Preparing required documents, visuals, network access, software, etc.
7. Ensuring decision-making options are clear
8. Encouraging healthy member behaviors (explained in section “Conflict Management”)
9. Providing periodic process checks
10. Implementing a process to create true closure
11. Providing detailed minutes and specific follow-up plans

Meeting “Norms” are agreed-upon behaviors by meeting participants. They need to be developed by the team or the company. The FMEA team can use predetermined templates and develop company-specific guidelines. Below is an example of what comprises a set of Meeting “Norms.”

It is expected that each meeting participant:

1. Arrives to meetings promptly as scheduled
2. Respects others’ opinions
3. Debates differences of opinion calmly
4. Takes responsibility for assigned actions
5. Listens carefully to all ideas
6. Avoids doing emails, using cell phones or other personal devices during meeting time
7. Maintains focus on the agenda
8. Uses “Parking Lot” if a topic is off agenda*
9. Provides constructive feedback
10. Maintains equal opportunity for participation by all team members
11. Engages in no “war stories”

* Parking Lot refers to a list of issues maintained by the facilitator that are not directly concerned with the agenda, but should be pursued in another venue.