

Guiding principles for those reviewing meetings

At the beginning of the meeting

Recap on any decisions taken at previous reviews to adopt or try out new practices.

Identify the specific feedback needed during this meeting.

During the meeting

Record exactly what you see and hear.

Record the exact words spoken, for example the questions asked.

Pay particular attention to any activity agreed at the meeting, for example additional questions, research or specific feedback required by any individual.

At the end of the meeting

Summarise exactly what was seen and heard for each topic during the meeting.

After each summary ask attendees

- what were their expectations?
- were their expectations realised? If not, how do they feel about the actions decided? what they understand the actions to be?

At the end of the summaries ask attendees

- what insights they have about the process
 - what they might do differently at future meetings
- why might that make a difference to the quality of the meeting.

Reminder

Resist the pressure or temptation of giving your judgement about what you believe went on. This can only be your view. It may not be accurate.

The gift you have to offer is that of a *mirror* for members to *review* what happened, identify if their expectations were met and enable them to develop their meeting skills through reflection and participation.