

KEY/TAPESCRIPT:

If a meeting is to be productive, it should have ¹**a clear and stated purpose** that all the participants know and understand. You should appoint a ²**chairperson** who manages and controls the meeting.

You must write an ³**agenda**, or list of items to be discussed and send it ⁴**to all the people concerned**. They should ⁵**prepare for the meeting** and come to it with ideas to contribute.

You have to ⁶**attach a time limit** to each point, otherwise there is a risk that some of the items will not be dealt with at all.

You ought to ⁷**limit the meeting to 90 minutes**. If not, you have to ⁸**schedule breaks** into the agenda.

You don't need to ⁹**invite all the important staff members to every meeting**. But you should send other senior staff members ¹⁰**the minutes**, or summary of what was discussed.

The minutes should include ¹¹**a clear summary of the important points** – you don't have to ¹²**include everything that was said at the meeting**. However, you need to include ¹³**actions** decided upon at the meeting. Lastly, the minutes should ¹⁴**be sent within twenty-four hours**. It is essential to keep the ¹⁵**meeting's results and future actions** clear in everyone's mind.