Great Meetings Ideas from the Supervisory Forum / June 7, 2018

**One Word** (descriptors of our meetings)

- productive
- informative
- collaborative
- goal oriented
- surprising
- well organized
- work related
- rambling
- long
- redundant
- unfocused
- not impactful
- wasted time
- long winded
- inefficient
- unorganized
- unorganized planning system changes
- too long
- worthless
- unfocused
- unproductive

**Ideas to improve:**

**Purpose**

- Have an agenda
  - send reminders
  - announcement
  - request agenda items
- What are we going to discuss
- Intended outcome
- Read in advance (set expectations)

**Shared Accountability**

- Delegation of topics
- Clear expectations of what their contributions could be
- Discuss meeting norms with everyone
- Create a safe space for discussion