

Summary points from **Meetings, bloody meetings**

The key lessons from the video are:

Plan

- Decide whether a meeting is needed
- Think through the objectives of the meeting in advance

Inform

- Decide who should attend
- Tell those attending the meeting what is to be discussed and why
- Make sure they know what the meeting is intended to achieve
- Decide and obtain the information needed for the meeting

Prepare

- Arrange the agenda in a logical order
- Allot the correct amount of time for each subject
- Distinguish between urgent and important items and don't let the former take up too much time

Structure and control

- Structure discussions so that evidence comes before interpretation and interpretation before decisions
- Keep the stages separate
- Stop people jumping to the next stage or going back over old ground

Summarise and record

- Summarise and record decisions and action points