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**RCSI Effective Status Meeting Process**

Due to the tight timelines associated with projects & because those involved are often doing both project & BAU work, it is essential that any project meetings are managed efficiently to limit the time wastage as well as ensure the goals of the meetings are achieved.

Status Meetings can often be unproductive & hinder real progress.

Regardless of the meeting type or audience, the following 5 stages should be adhered to, for effective meetings –

1. Plan – this happens before the meeting & involves:
   1. Clarifying the meeting purpose & desired outcomes
   2. Identifying the necessary meeting participants & their availability
   3. Create an Agenda & circulate to attendees in advance
   4. Consider what channel to meet via – i.e. in person, via teleconference or via virtual meeting (e.g. Go-To-Meeting / Skype)
   5. Organise meeting facilities (i.e. book room, or organise VC facilities, required tools)
2. Start – this kick offs the meeting & involves:
   1. Note Attendance & communicate apologies
   2. Review Agenda
   3. Clarify Roles – i.e. there should be
      1. a meeting Leader to keep the meeting on track, ensure the Agenda is fully followed & ensure actions are noted.
      2. a Minute Taker, to take accurate Minutes of the meeting & note any actions as instructed by the Meeting Leader.
3. Conduct – this is the main part of the meeting & involves:
   1. Covering one agenda item at a time, to keep people on track & ensure all items are addressed
   2. Manage discussions, particularly where Issues or sensitive topics are being discussed
4. Close – this is the end of the meeting & involves:
   1. Summarising any decisions made
   2. Reviewing Action items & ensuring owners & due dates are assigned
   3. Discuss any points of note for next meeting (i.e. change of date, agenda points, key decisions etc.)
   4. Thank participants
5. Follow Up – this happens after the meeting & involves:
   1. Distributing the Minutes
   2. Filing the Minutes in the Project Directory.
   3. Carrying out Actions as well as tracking any Actions assigned to others. This is key to ensuing progress is made & although you may feel like you are harassing people at times, this is a crucial role for the PM. The wording & comms style can be amended to ensure this is polite yet assertive.