

Meeting Outcomes

Outcomes are define desired end-results of meeting

Types

☐ Products

- Lists, plans, agreements, decisions

☐ Knowledge (needs to lead to planned action)

- Awareness of ... so that we can...
- Understanding of ... so that we can...

Considerations

☐ Nouns, not verbs

☐ Relevant to all participants (ask for input in advance; get buy-in at beginning of meeting)

☐ Specific and measurable

☐ Written from participant perspective

Use

☐ Have outcomes drive agenda items & meeting activities

☐ Get agreement on outcomes prior to or at beginning of meeting

☐ Revisit outcomes at end of meeting to summarize and evaluate meeting

☐ Use outcomes to keep participants on track