

Round personal

- | | |
|--|--------|
| 1. Opening | 1 min |
| 2. Approval of minutes | 1 min |
| 3. Announcements | 5 min |
| 4. Approval of minutes | 1 min |
| 5. Go through action points | 5 min |
| 6. Incoming/outgoing mail | 5 min |
| 7. Fixed updates | 5 min |
| a. Portfolio / Working group / Committee / Board | |
| 8. Approval of agenda | |
| 9. Substantive topic 1 decision-making | 10 min |
| <i>Objective: Vote on ... see minutes of the previous meeting (or a meeting document) for the most important advantages and disadvantages of voting proposals 1 and 2.</i> | |
| 10. Substantive topic 2 judgment-forming | 15 min |
| <i>Objective: Form an opinion on ... see minutes of the previous meeting (or a meeting document) for all information needed to form a picture of the situation</i> | |
| 11. ... | |
| 12. AOB (Any Other Business) | |
| 13. Round of questions | |
| 14. Going through new action points | |
| 15. Closing | |

Key tips:

- a. Think about how much time each topic gets before the meeting. Because if you don't have a guideline for this, it often tends to be that the topics that are discussed first get the most time and topics at the end of the agenda are rushed or have to be moved.
- b. Think about the order of your agenda items
 - i. Prioritize | important topics at the beginning, less important at the end.
 - ii. Start with the things that require the most creativity/attention | Brainstorm and discuss preferably at the beginning and the decisions can be made at the end.
 - iii. (Unless you want a discussion not to take too long, then you can do it a bit more at the end, so that people feel the urgency to get their point across quickly and not talk for too long).
 - iv. Don't want a controversial discussion about point A to influence the conversation about point B? Then deal with point B first. Think about who is preparing the agenda item. It can be useful if a portfolio holder, board member or the technical chairperson thinks about: what is the goal, what should everyone know / what information should be conveyed & what questions should be answered during the discussion. A meeting document can be written for this. Look up what the BOB meeting cycle is, that can help with this.
- c. What is AOB? It is basically the parking lot for things that come up during the meeting that do not fall under the planned agenda items. By noting it in the AOB you can still discuss it if there is time for it at the end of the meeting, but you can also move it to a next meeting or decide that it can also just be an email.
- d. What is the round of questions? During the round of questions, the chairperson asks each meeting participant if they have anything else they want to share. This can be a comment, statement or question. But this way each meeting participant still has the explicit opportunity to share something.
- e. Some groups like to check in with a personal round before the meeting. The extent to which this is done varies greatly per group. The goal is generally to check in on how people are doing, so that this can be taken into account. If someone is very tired, stressed or cheerful, this can influence how you are sitting at the meeting and how you participate.

You can do this with a simple temperature check to the point where you let everyone talk about their week for a few minutes. Think about what is useful for your meeting.
- f. Take from the standard agenda what is useful to you and discard what is not. In the end it's your meeting.