

# MANIFESTO

## MEETINGS

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### **The Organiser**

Usually the requester of the meeting and will send out the meeting invite to all relevant parties. He/She will run the meeting and keeps it on track, makes sure that everybody's voice is heard. Assigns a note-taker, the organiser should include all relevant information and documentation that is required for the discussion, preferably in the meeting invite. The organiser is also responsible for writing up the outcome and any actions

### **The Participants**

Are all relevant people needed to reach the goal of the meeting. It should include relevant stakeholders and decision makers.

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### **All parties of a meeting:**

- § Should always be relevant to the purpose of the meeting
- § Should always be on time
- § Should be prepared for the meeting

- § A meeting should always have a specific purpose
- § A meeting should have an agenda
- § A meeting should have a clear goal
- § A meeting should stay on topic

- § A meeting should always start on time
- § A meeting should have all required decision makers present
- § A meeting should be kept to maximum one hour
- § A meeting should always have a note taker
- § A meeting should be mobile and laptop free (only a presenter/note taker should use laptop)
- § A meetings decisions and actions should be noted and sent out.

As a meeting Organiser I hereby promise to whenever I require a meeting that I include all relevant parties and all relevant information (Agenda and Goals). I promise to be on time for the meeting (I will actually be there first and set up any equipment). When you attend one of my meetings I guarantee that everybody voice will be heard. And that correct notes and actions will be sent to all attendees.

As a meeting Participant I here by promise that I will always arrive on time and have prepared by reading any prerequisite material. I also promise whilst in the meeting my phone/laptop/tablet will stay away from my hands or the table.