



Meetings from Agenda to Minutes

IMCOM-Sustainment

12 September 2017

Installation Management Command integrates and delivers base support to enable readiness for a globally-responsive Army

We are the Army's Home

Serving the Rugged Professional

Agenda

- Planning and Preparing
- Agenda
- Minutes
- After the Meeting
- Best Practices
- Questions



What do your meetings look like?



What do your meetings look like?



Planning and Preparation

➤ Location

- Time of Day
- Meeting dynamics could change
- Is privacy needed?

➤ Equipment needs

- Tables/Chairs
- Power
- Whiteboard
- Laptop
- Audio/Visual



Planning and Preparation

➤ Notification

- Division/Installation Training Calendar
- Garrison Master Activities Calendar
- Email
- Phone
- Newspaper and Command Channels

➤ Determine your meeting objectives

➤ Agenda

- Seek topics from your participants
- Organize topics into a list
- Assess which topics are relevant to the meeting purpose
- Pick the number of relevant topics that will fit into your meeting time



The Role of the Agenda

The agenda communicates:



Meeting topics



Presenters



Time for each speaker

The agenda provides focus:



Meeting objectives



Outlining the meeting



Items to accomplish



During the Meeting

Sample Meeting Agenda

- Greeting
- Roll Call
- Guest speaker
- Reading and approval of minutes
- Awards
- Special Committees Report
- Old Business
- New Business
- Questions and Answers
- Announcements
- Adjournment

Tips for success

- Start on time
- Greeting
- Roll Call
- Follow agenda
- **Take minutes**
- Avoid distractions
- Know how to address tangents
- End on time



What are Minutes?



Major points

Decisions

Follow up actions

The Minute Taker

Before

What to use?

Familiar with names

During

Attendance

Main ideas

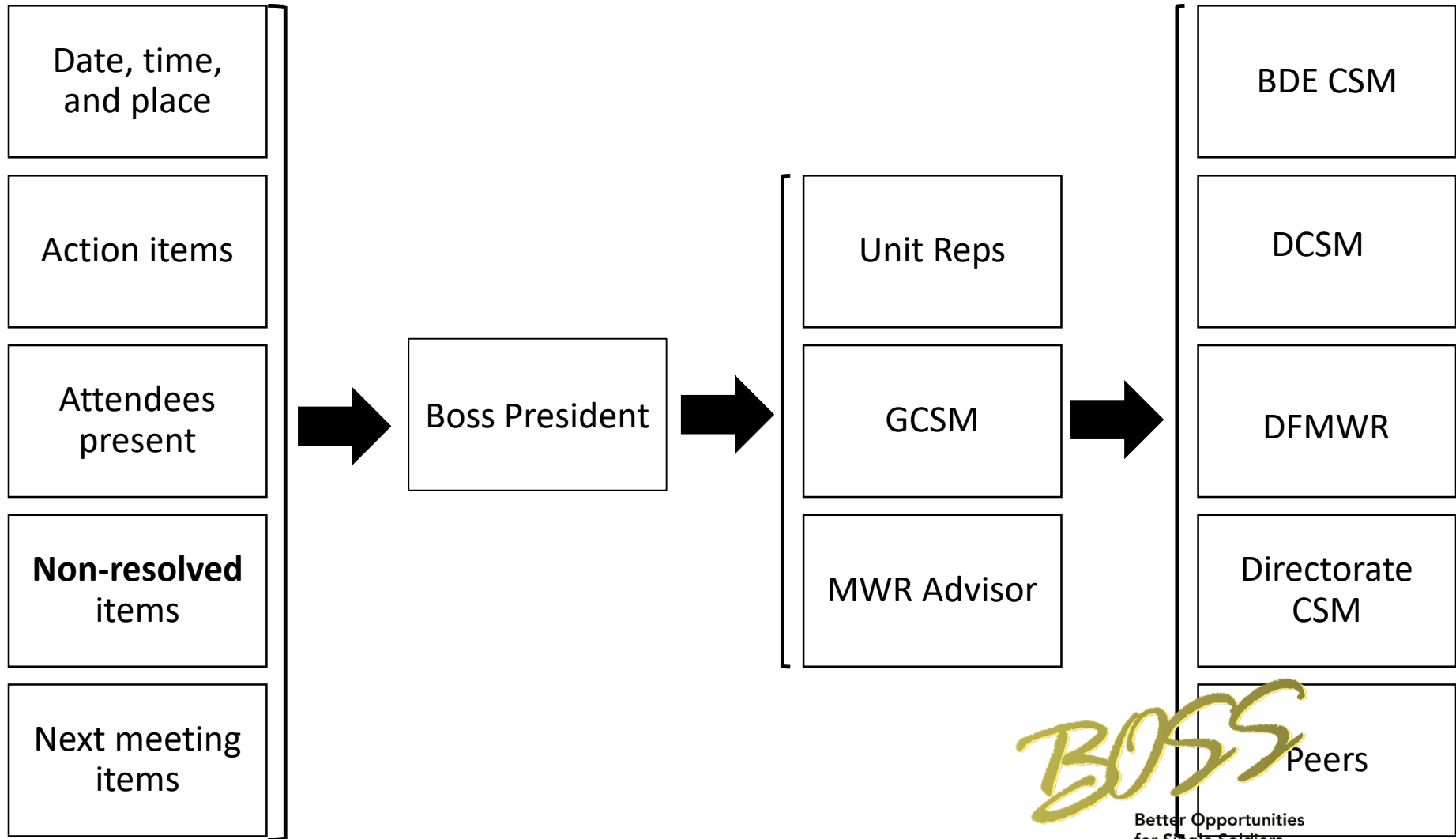
After

Type the minutes

Proofread



Minutes

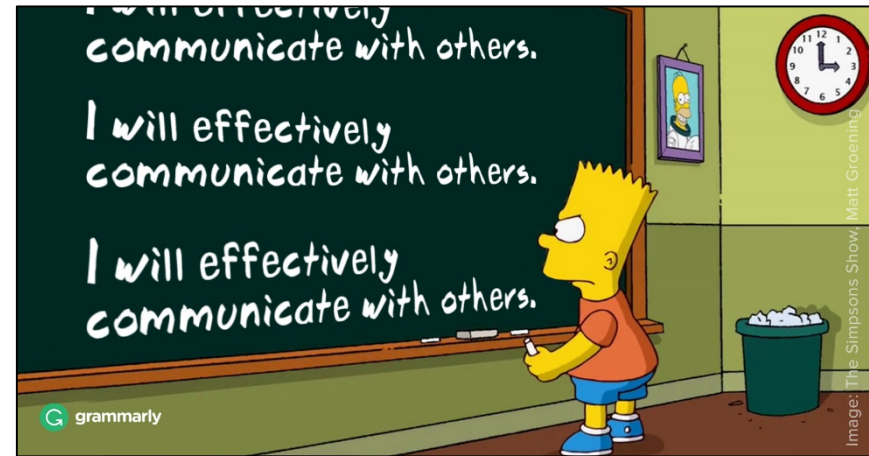


BOSS Peers
Better Opportunities
for Single Soldiers



After the meeting

- Ensure representatives are informed of their duty to brief their Chain of Command
- Ensure representatives are informed of their duty to brief the information to their respective units
- Get working on issues brought to the floor
- Special committees meet
- Prepare minutes for approval
- Send out minutes to attendees
- Start thinking about next meeting



Good Ideas

- Change location
 - MWR facilities
 - Points of interest
 - Theme Meetings
- Guest speakers
 - MWR Program Managers
 - Garrison Directorates (DPW, PAO)
 - AAFES
 - Commissary
- Special activities
 - Games, Food (ice cream sundae, BBQ, Pizza)



Best Practices

➤ Input from the Field



Questions?

