

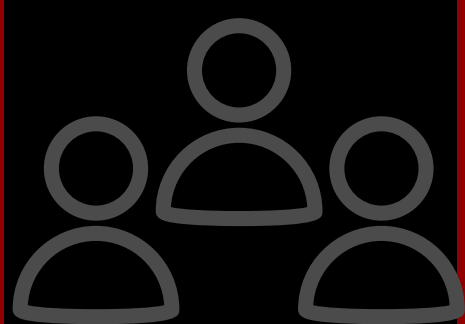


STUDENT ENGAGEMENT & ACTIVITIES' GUIDE TO RUNNING A SUCCESSFUL MEETING



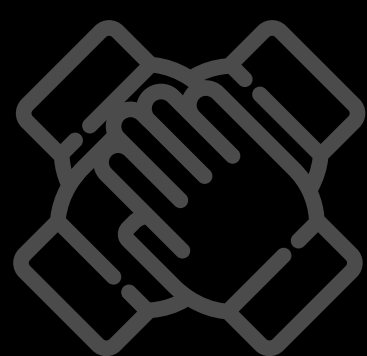
Plan ahead!

Prepare and send out a written agenda to all members prior to your meeting via your organization's SB Engaged page under the Documents section. In doing so, members will be able to review the material to be covered and come with questions, concerns, or comments to be discussed throughout the meeting.



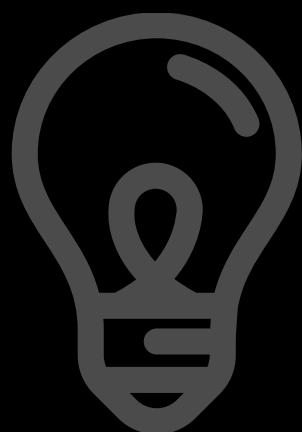
Manage your time effectively!

Making sure you enforce both definite start and end times for your meeting will ensure that all items on your agenda get covered thus resulting in your goals being accomplished.



Create a plan of action!

Take the time to allocate the last few minutes of your meeting to determine action steps that need to be taken. Discuss who is responsible for what, and decide on reasonable deadlines to ensure your meeting was productive.



Follow up!

Follow up on your meetings by uploading meeting minutes via your organization's SB Engaged page under the Documents section. This way all members are able to keep track of what was discussed and refer back to these notes as needed.