

Purpose of the Meeting

The meeting purpose answers the question “*Why meet?*” Effective purpose statements tell prospective participants, in broad terms, what they will be doing at the meeting.

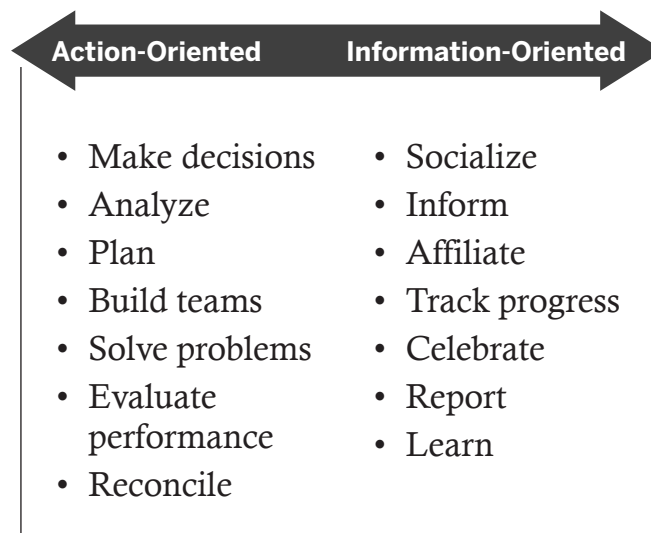
PEOPLE MEET FOR MANY REASONS

Some meeting topics (e.g., scheduling project activities) are action-oriented. They require a decision or a series of discussions. Others (e.g., how to operate the new copier) are information-oriented. No decisions are required, but the information may be used for future action. Most meetings combine aspects of both.

EXAMPLES

The purpose of this meeting is to:

- Acknowledge the accomplishments of the human resources team
- Schedule staff meeting dates for the year and facilitation teams
- Deal with the conflict that has emerged between our two programs



Desired Outcome Statements

A desired outcome is what your meeting aims to achieve—the expected result. A desired outcome statement answers the question: “*What will we walk out of the meeting with?*”

TWO KINDS OF OUTCOMES

PRODUCTS	KNOWLEDGE
<ul style="list-style-type: none">• Lists• Plans• Decisions• Agreements	<ul style="list-style-type: none">• Awareness of... so that...• Shared understanding of... so that...

FORMAT FOR DESIRED OUTCOME STATEMENTS

By the end of this meeting, we will have:

PRODUCTS

- ☐ A list of ___
- ☐ A plan for ___
- ☐ A decision on ___
- ☐ An agreement on ___

KNOWLEDGE

- ☐ An awareness of ___
so that we can ___
- ☐ A shared understanding of ___
so that we can ___

WHAT THEY LOOK LIKE

- Nouns, not verbs
- Brief, written statements
- Specific and measurable
- From the perspective of the participant

EXAMPLES

By the end of this meeting, we will have:

- Agreement on key problems with current invoicing systems and a list of recommended solutions.
- A decision and action plan on how to reduce spending by 10%.
- A shared understanding of the revised work schedule so that we ensure full coverage on the shift this week.