

- Consensus is achieved, and decisions taken. A vote is taken if consensus is not achieved the majority wins the vote
- All members accept majority decisions
- Actions arising from discussion are allocated to specific individuals
- Key elements of discussion are summarised to ensure shared understanding
- Momentum is maintained and that the meeting runs to time
- The time, date and venue for the next meeting are set at the end of the meeting.

The Role of Meeting Participants

Question

How would you sum up the role of meeting participants in both formal and informal meetings?



Again, the role of participants is similar in both formal and informal meetings. Full participation of all attendees is fundamental to the success of a meeting. To ensure the efficiency and effectiveness of a meeting participants need to:

- Prepare beforehand, as required
- Send apologies if unable to attend and arrange representation by a deputy if appropriate
- Arrive punctually
- Contribute fully to discussions
- Be prepared to suspend judgement in listening and considering others' views