University of Portland
Meeting Tools

Students please note, you are required to submit a copy of this sheet in the appendix of all of your ME 401 Project reports.

The following tools help teams get the most out of every meeting. They may seem like a waste of time and effort, but they are like any other orginizational tool in that small investment early on will pay large dividends.

Agenda
An agenda helps meetings stay focused on the most important issues facing the team. Without an agenda, meetings often go astray and accomplish little.

Agenda's should:
    Define who should attend the meeting
    Define date, time, and location of the meeting
    Define purpose of the meeting
    Define specific tasks to be accomplished/discussed during the meeting
    Allow for time at the end of the meeting for open discusions
    At end, summarize main points, **REVIEW ALL DECISIONS, REVIEW ALL OPEN ACTION ITEMS! It is very important to make sure everyone understands what was decided and what they need to do in the near future!**

Action Item Log
Action Item Logs are the "to do lists" for the project. Action item logs are used to keep track of who should be doing what and by when. An action item log is a listing of all tasks assigned to individuals. Action items are typically generated during meetings when decisions about what needs to get done are made. They should include a brief description of the action required (i.e. select material for the drive shaft), to whom it was assigned, date assigned, and date completed. By assigning action items it should become very clear what the team's expectations are for each individual. Usually, the items are short term tasks – things to be done in the next few days or weeks.

Blank Action Item Logs may be obtained from the course web page.