



## A Framework for Evidence-Based Decision Making in Local Criminal Justice Systems

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### Starter Kit

#### 1m: Managing the Policy Team: The Local Coordinator

#### Appendix: Signs of Effective Meetings

There are several indicators teams can use to assess the effectiveness of their meetings. Some common signs of an effective meeting include the following:

- There is a detailed agenda that describes what will be covered, the goal of the meeting, who will discuss each item, and a time estimate for how long each item will take.
- Responsibilities for facilitator, timekeeper, and record keeper are assigned.
- A set of ground rules is established and posted.
- There is clarity about the mode of decision making that will be used.
- There are periodic checks during the meeting to ensure that progress is being made.
- There are clear strategies to resolve conflict.
- A record of the meeting is kept and specific action items are outlined.

If any of the following signs are present, it may indicate that teams are convening ineffective meetings and should consider changes to help make their meetings more productive:

- Meeting goals are unclear.
- The meeting agenda is vague or nonexistent.
- There are no time limits on discussions.
- There is no process for working on important issues.
- No one is facilitating the discussion.
- Participants haven't done their homework.
- Discussions are unfocused.
- There is a lack of closure to discussions.
- Participants argue—rather than debate—different points of view.
- Not all team members participate.
- The meeting ends without action plans or next steps being developed.
- There is an absence of any check-in about how the meeting went.

From: <http://www.collaborativejustice.org/tipsideas/signs.htm>