Conduct of Effective Meetings – Tips

Following tips are suggested to be implemented on voluntary basis in each department by decision of the concerned HOD/C-level.

1. It is essential that meetings start on time (max. start time delay of 10 min) and end on time (max. end time delay of 30 min). In order to incentivize this, following fines shall be collected by the meeting organizer if anyone joins the meeting > 10 min after scheduled start time:

Level	**Joining between 10-30 min after scheduled start time**	**Joining 30+ min after scheduled start time**
Director, C/0 and 1 and Meeting organizer	100	250
2-4 (excluding meeting organizer)	50	150
5 (excluding meeting organizer)	25	50

   All fines shall be collected by the meeting organizer and can be used for any 'community service activity' or if the group decides otherwise, for any team activity.
2. Attendees should feel free to leave a meeting, after informing the meeting organizer, if meeting is continuing > 10 minutes after scheduled end time.
3. Meeting organizer should reasonable estimate the time required for the meeting and put a meeting request for appropriate duration. Meetings scheduled for short duration and going on for long should be an exception, not the rule.
4. For any meeting scheduled for > 2 hours, the meeting organizer is required to circulate an agenda (and preferably a pre-read of the key issues) atleast 12 hours before the meeting's start time. If not done, any participant is free to decline attendance at the meeting.
5. No meeting which has 5 or more attendees should be rescheduled without prior notice of atleast 24 hours - last minute changes greatly affect schedule of other parties.
6. In any meeting, max. number of invitees cannot exceed 15. Meeting organizer is required to ensure that the right people are invited.