

1. Set an Agenda and Objectives Ahead of Time

Establishing a concise agenda and objectives prior to commencing the meeting is crucial. This step will ensure that all attendees are informed about the topics to be discussed and the intended outcomes to be achieved by the end of the meeting.

This should include an overview of all topics that need to be covered during the meeting, including any new ideas or areas of concern. Additionally, assign tasks and establish timelines for any action items that need to be addressed during the kickoff meeting.

This will help ensure everyone is clear on their responsibilities and goals in the meeting. Suppose there are any changes, updates or revisions to the agenda. In that case, it's a good idea to communicate those ahead so everyone can be prepared for them going into the meeting.

Lastly, it's essential to ensure everyone is assigned a role in leading and facilitating the meeting—this will help ensure all topics are discussed, ideas are shared, and decisions can be organized and efficiently.

2. Start and End on Time

Starting and ending each meeting on time is essential for successful project management. This demonstrates respect for people's time, encourages punctuality and shows that you value the project's progress. Before the meeting starts, set an agenda and timeline to ensure goals can be met. At the beginning of each session, reiterate these objectives so everyone knows the project scope status and responsibilities.

Consider sending reminders before regular team meetings so everyone can plan and prepare for the next meeting. Encourage active engagement by having team members take turns chairing the meeting, setting ground rules, and delegating tasks. This will create a collaborative atmosphere where all people can contribute ideas to move the project forward.

At the end of each meeting, review any tasks that have been assigned and highlight



specific individuals, so they have ownership over certain aspects of the project.

Remind participants to stay on task and ask questions about their responsibilities or

remind participants to stay on task and ask questions about their responsibilities or objectives if they are unclear. If any deviations from the meeting agenda occur, take note of these issues and address them at a later time. Doing so will help maintain momentum throughout the meeting, allowing for more efficient progress towards achieving set goals.

4. Ensure Everyone is Participating Equally in the Discussion

Project management meetings should be a forum inviting everyone to contribute and share their ideas. To ensure this occurs, take steps to kick off the meeting and promote open dialogue and collaboration among team members. This may include introducing ground rules before the start of the session or delegating tasks so people have ownership over certain aspects of the project.

Before assigning roles:

1. Ask for volunteers and allow individuals to choose topics they are passionate about if applicable.
2. During discussion points, remind participants when necessary to stay on topic and encourage all team members to actively participate in the conversation.
3. If someone feels left out or unable to voice their opinion due to shyness, consider asking more direct questions or providing opportunities for them to speak up during the meeting.

It's also important to recognize the contributions of individuals who have done exceptional work throughout the process. Doing so will not only motivate team members to keep up their efforts but will also provide an incentive for everyone to participate more actively during meetings. Managers can ensure that everyone participates equally in the discussion by creating a supportive environment in which all people feel valued.

5. Handle Disagreements Constructively

Project management meetings often require difficult decisions and conversations, leading to disagreements between team members. While it's important to allow for healthy debate, project managers should also be prepared to handle any conflicts that arise during the session effectively and professionally.

To ensure that disagreements are managed constructively during the meeting, managers should begin by providing a safe environment for everyone to express their opinion without fear of recrimination or ridicule. Doing so will encourage team members to discuss their differences openly and honestly.

Managers should also set clear expectations for how people should interact with

managers should also set clear expectations for how people should interact with each other during the meeting. This includes ensuring anyone who speaks is treated respectfully and given equal opportunity to voice their views in a non-aggressive way. Furthermore, they should establish ground rules on when people can talk over each other and ensure that no one dominates the conversation.

It's also important to stay focused on the task and not let discussions become too personal or heated. When disagreements arise, managers should be prepared to step in and mediate the situation if needed. This involves actively listening to each side, asking questions to help identify common ground and ensure everyone is heard.



6. Use Visuals to Clarify Ideas and Goals

Visuals can be a powerful tool for managers to explain complex concepts and clarify goals during project meetings. This includes graphs, charts, diagrams, or other visuals that help illustrate the desired outcome of a particular type of project management.

Using visuals during meetings can help participants stay focused and engaged by visually representing the project's objectives and timeline. It also allows people to [ask questions and gain clarity on how certain tasks are related to each other](#).

Furthermore, it helps ensure everyone is on the same page about what must be accomplished for the team to succeed.

In addition to using visuals during meetings, project managers should prepare materials beforehand that provide detailed information about what needs to be done and how it should be accomplished. This could include project plans, Gantt charts, budget sheets, or any other documents that are relevant to the discussion. You can try adding some humor to keep the team engaged. If you have a boring topic to

At the end of a discuss, add some fun facts or trivia related to that topic. Usually, a light-hearted everyone involved much works well.

follow-up responsibilities that

the project schedule and utilizing visuals and other materials

To do this, managers should assign specific managers can ensure that everyone involved is on the

provide clear instructions to team members about what needs to be done. This will ensure that the

It's also a good idea to set up deadlines for completion to avoid disruptions.

how long they have before something must be accomplished. And

managers should set up check-ins with team members to ensure progress on any

assigned action items.

Finally, managers must [take notes during the meeting](#) to follow up with team

members afterwards. Doing so, status review meetings will help ensure everyone is

on the same page and tasks are completed promptly.

8. Break Up into Smaller Groups for Discussion and Brainstorming

Breaking up into smaller groups for discussion and brainstorming during project management meetings can be a great way to allow everyone to share their unique perspectives and insights.

Smaller groups give each person more of a voice in the process, leading to greater creativity and collaboration. It also helps ensure that every idea is heard and considered, which can lead to more innovative solutions.

Grouping people according to expertise, experience, or role can also help. For example, if you're working on a marketing project, having the creative team work together in one group while the analytics team works in another may be beneficial. This allows each group to focus on their specific areas of expertise and develop ideas tailored to those areas.

Breaking into smaller groups also helps ensure enough time for everyone's ideas and opinions to be discussed during the meeting. [Trying to manage large groups of people](#) can cause conversations to drag on, leading to frustration and exhaustion for everyone involved.

Some ideas for breaking up into smaller groups include assigning team members to different breakout rooms, assigning roles and tasks for each group to focus on, having multiple conversations at once, or even dividing a large task into parts that can be worked on independently. Doing this will ensure the meeting runs more efficiently and effectively.

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