Meetings are powerful tools when conducted correctly. Before scheduling a meeting, review the acronym SET-ASIDE-QD to ensure success.		
S	Size	• Ensure that the size of the meeting matches the purpose. • Recognize that you may not be able to solve a problem or make a decision efficiently if there are more than eight attendees.
E	Evaluation	• Seek feedback from meeting participants to ensure the needs of the group are met and to inform future meetings.
T	Time	• Assign a default meeting time of 30 minutes, as most meetings can be accomplished within this time period. • Extend the time interval to one hour for significant decision-making, brainstorming, or strategizing meetings.
A	Agenda	• Distribute an agenda at least two business days prior to each meeting to allow ample time for participants to review. • Ask participants to contribute to the agenda items in advance through a working document. • State the purpose of each agenda item and time allotment. • Outline the goal(s) of each agenda item such as idea-generating or action-oriented.
S	Scope	• Define the charge of the group and individual participant roles.
I	Introductions	• Ask each participant to introduce themselves with their titles and scope of practice.
D	Decision	• Determine a decision-making process (e.g., majority vote, chairperson decision) for the meeting and each agenda item.
E	Expectations	• Define the groups' expectations at the first meeting and reiterate at each meeting. • Set the tone and ground rules (e.g., laptops, engagement expectations). • Recognize that the person that called the meeting does not need to be responsible for all of the follow-up items. • Encourage all participants to share ideas by creating an inclusive and supportive environment.
Q	Quality	• Evaluate the necessity, length, and frequency of the meeting, including separate optional versus attendee lists. • Utilize more appropriate forms of communication to provide updates instead of holding meetings.
D	Deadlines	• Designate an individual to record meeting minutes including assigned tasks and associated deadlines. • Review the assigned tasks and associated deadlines to ensure agreement. • Distribute minutes to the group within an appropriate time frame.

References
1. Jay A. "How To Run a Meeting." HBR. March 1973. Boston: Harvard Business School Publishing. https://hbr.org/1976/03/how-to-run-a-meeting. Accessed September 2019
2. Hartman N. "Seven Steps to Running the Most Effective Meeting Possible." Forbes Leadership Forum. February 2014. https://www.forbes.com/sites/forbesleadershipforum/2014/02/05/seven-steps-to-running-the-most-effective-meeting-possible/#5561ed07a613. Accessed September 2019.