



Fun and Engaging Meetings

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I. Meeting Keys

A. The Problem with Meetings

1. Meetings are _____ or _____.
2. Make the meeting _____ and _____ with lots of _____.
3. A _____ welcomes people to the meeting.
4. Have _____ to give the attendees a chance to meet other people.
5. Call the meeting to order on _____!
 - a. Have _____ playing before the meeting.
 - b. _____ the meeting and post it so members can access it later if they could not attend live. This allows all members to feel _____.
 - c. Lead a group _____ such as the Pledge of Allegiance.
 - d. Promote diversity by varying pledges and anthems of different _____ of your members.
 - e. Encourage members to display flags on backgrounds in virtual settings of their country of _____ or pictures of importance to their _____.
 - f. Recite club or organization _____.
 - g. Have an invocation, humorous story, _____ of the day, or this day in _____.

- h. Offer member _____ in the form of the “membership minute”.
- i. Have a variety of _____ of interest to your members, rotating the responsibility.
- j. _____ report on their activities and items of interest.
- k. Introduce special _____.
- l. Have the greeter introduce other guests and meeting _____.
- m. _____ report on their area of responsibility and upcoming activities.
- n. Recognize _____, big accomplishments, milestones.
- o. Have _____ and _____ at your meetings that celebrate the culture and background of your members and/or school.
- p. End the meeting on _____!

B. Virtual Tips and Tricks

- 1. Check all the _____ before you start:
 - a. Run an _____ check – is there an echo? [Up arrow next to mute/unmute microphone]
 - b. If using a _____, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
 - c. Use an _____ cable for better internet connection.
- 2. Provide an emergency contact _____ for people to call if they cannot access the meeting. [Many platforms provide a call-in number]
- 3. _____ the session so members who could not attend live can watch it later – even after you go back to in-person meetings.

- 4. Suggest everyone keep their _____ on for accountability and personal connection.
- 5. Use the tools:
 - a. Fun with _____
 - b. Encourage different _____
 - c. Participant icons:
 - i. Use for _____ (yes/no)
 - ii. Meeting _____ (go slower/faster)
 - iii. Need a break? _____ (Click “more”)
 - d. Engagement through:
 - i. _____
 - ii. _____
 - iii. Responding in the _____
 - iv. _____ to tell a story using “screen share”

II. Other Ways to Make Meetings Fun and Engaging

- A. _____ projects
- B. Virtual _____
- C. Zoom _____
- D. _____ parties
- E. _____
- F. _____
- G. _____ hunt
- H. Your ideas?

III. Final Thoughts

- A. Start on _____, _____ on time
- B. Call on _____ to get them to participate: _____
- C. Let people know in _____ they will be expected to speak.
- D. Use _____ to make a point.