1. Organize meeting logistics (location, time, healthy refreshments).

2. Provide translation services as needed.

3. Have everyone sign in (use name tags if it is a new group).

4. Distribute an agenda that list the topics to be discussed and the amount of time reserved for each topic.

5. Ensure handouts are available in appropriate languages.

6. Allow time for dialogue.

7. Start and end on time to respect everyone’s schedule.

8. Set aside time for an icebreaker and introductions (see http://www.icebreakers.ws for ideas).

9. Set ground rules for the meetings:
   - All input is valued
   - Everyone is encouraged to speak up
   - Everyone is encouraged to listen

10. Seek commitments from the team or assign roles as needed.

11. Stick to the agenda. Keep a list of questions or feedback that is not related to the agenda. Revisit these items before the meeting concludes or put them on the agenda for the next meeting.

12. Send a follow-up correspondence after the meeting that includes:
   - Meeting minutes
   - Assign tasks and deadlines
   - Date, location and time of next meeting