

Business Meetings Flow

<<START>>

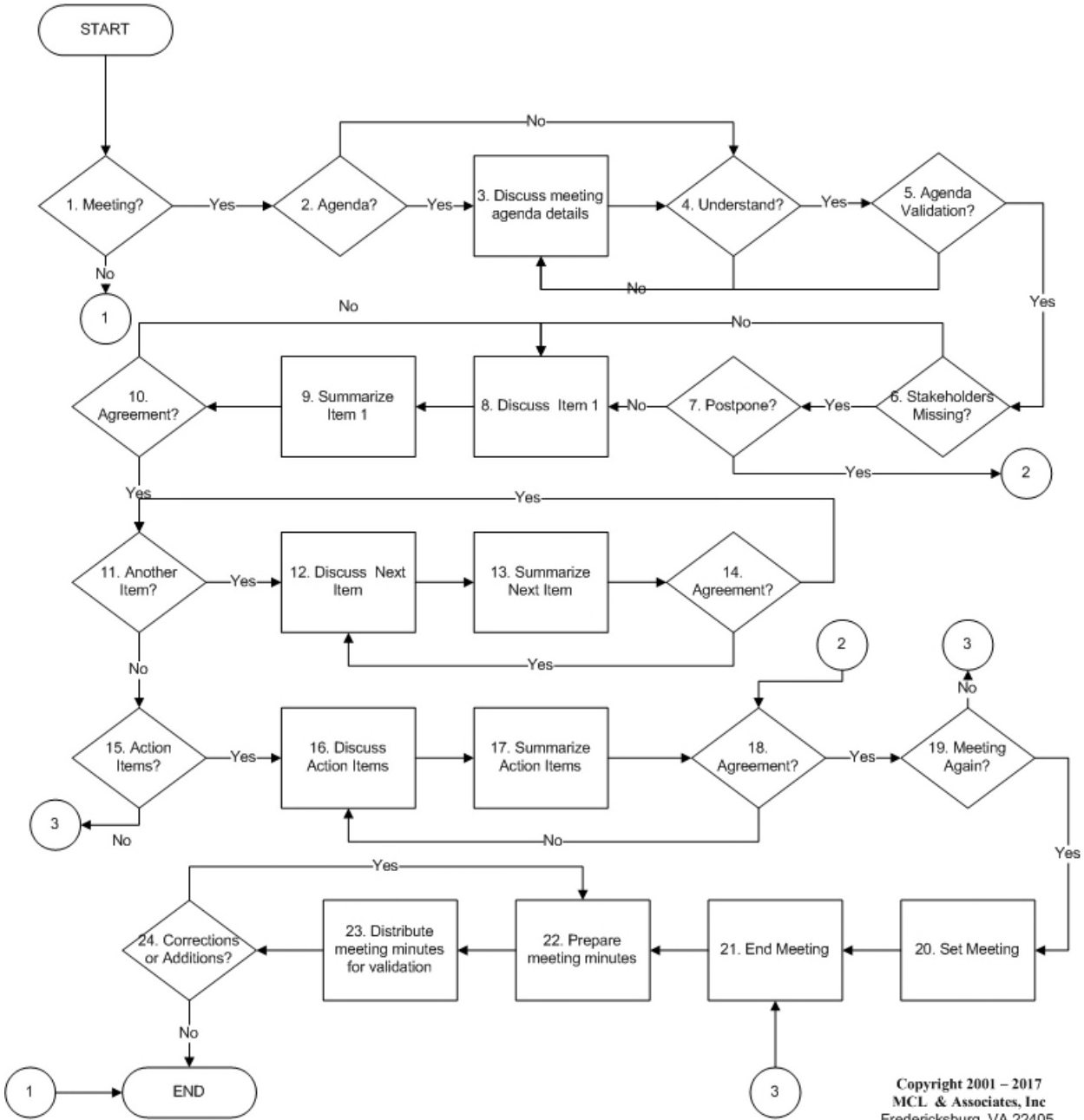
1. (Decision) Am I having a meeting (Maybe / No)? If Maybe go to #2, If “No” go to END
2. (Decision) Is there an agenda (Yes / No)? If “Yes” go to #3; if “No” go to #4.
3. (Process) Inquire / Discuss meeting agenda details; go to #4
4. (Decision) Do I understand the agenda (Yes / No)? If “Yes” go to #5; if “No” go to #3.
5. (Decision) Has the meeting agenda been validated by all participants (Yes / No)? If “Yes go to #6; if “No” go to #3.
6. (Decision) Are there any stakeholders missing from the meeting (Yes / No)? If “Yes go to #7; if “No” go to #8.
7. (Decision) Should this meeting be postponed or delayed to include the missing stakeholdersmeeting (Yes / No)? If “Yes” go to 21; if “No” go to #8.
8. (Process) Discuss Agenda Item 1; go to #9
9. (Process) Summarize Agenda Item 1; go to #10
10. (Decision) Is there agreement or validation of Agenda Item 1 (Yes / No)? If “Yes” go to #11; if “No” go to #8.
11. (Decision) Is there another Agenda Item (Yes / No)? If “Yes” go to #12; if “No” go to #15.
12. (Process) Discuss Next Agenda Item; go to #13
13. (Process) Summarize Next Agenda Item; go to #14
14. (Decision) Is there agreement or validation of the Next Item 1 (Yes / No)? If “Yes” go to #11; if “No” go to #12.
15. (Decision) Are there Action Items (Yes / No)? If “Yes” go to #16; if “No” go to #19.
16. (Process) Discus Action Items; go to #17

17. (Process) Summarize Action Items; go to #18
18. (Decision) Is there agreement or validation on the action items (Yes / No)? If “Yes” go to #19; if “No” go to #16.
19. (Decision) Will there be another meeting (Yes / No)? If “Yes” go to #20; if “No” go to #21.
20. (Process) Set next meeting date and time; go to #21.
21. (Process) End the meeting; go to #22.
22. (Process) Prepare the meeting minutes / notes; go to #23.
23. (Process) Distribute the meeting minutes / notes to the attendees for validation; go to #24.
24. (Decision) Are there any corrections or additions to the meeting minutes (Yes / No)? If “Yes” go to #22; if “No” go to END.

<<END>>



Business Meeting Process and Decision Points



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