

## Tips for a Successful Meeting

**1** Encourage participants to provide feedback about the agenda prior to the meeting to ensure everyone feels involved and knows what to expect.

**2** Identify a chair for the meeting to keep discussion points on track.

**3** Choose a minute taker to capture key points of the conversation and log any action items.

**4** Provide accurate information at the meeting, such as, financial status reports from a bookkeeper or accountant to help inform appropriate discussions about expenses.

**5** Ensure everyone has the time and freedom to speak without interruption.

**6** Identify next steps, which may include a follow-up meeting. Choosing a date for the next meeting before adjourning will ensure the date and time of the follow-up is more likely to work for all members.

For meetings regarding the LFP Payment Model, check for the latest updates on the [Doctors of BC website](#).