

## **Action**

I had "Action."

- Have a host or hostess to welcome people and help guests make connections.
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- Have attention getting topics - things that can draw people in.
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- Have agenda so people know where the meeting is going.
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- Follow-up with the minutes or a synopsis within a day or 2 to remind people of the important info of the topic and the meeting. Info that will help them go more in depth or remind them of an action.

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