

# No More Boring Meetings: Facilitating Participatory Meetings

Created May 25, 2005

## BINGO

**Do's**

**and**

**Don'ts**

<b>DO keep the group on task, follow the agenda</b>	<b>DO have one person speak at a time</b>	<b>DON'T control the content of the discussion</b>	<b>DON'T interrupt people (only as last resort)</b>
<b>DO encourage youth and quieter voices to be heard</b>	<b>DO raise the energy of the group</b>	<b>DON'T be wishy-washy ("do we want to do this, or this, or maybe we should do this...?")</b>	<b>DON'T let people interrupt each other</b>
<b>DO propose the best path for the discussion</b>	<b>DO stay neutral on the issue being discussed</b>	<b>DON'T let long tangents make the meeting boring!</b>	<b>DON'T let adults and louder people control the meeting</b>