**Running effective meetings video 11 mins**

[How to run commitee meetings: Running effective meetings video (tafesa.edu.au)](https://learn.tafesa.edu.au/mod/book/view.php?id=48449&chapterid=388180)

<https://youtu.be/jtzXHre536M>

1. What is meant by **‘ground rules’** and give some examples?

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1. Explain how a **‘roadmap agenda’** works.

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1. Summarise the roles of a facilitator (chairperson).

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1. What are the roles of the timekeeper?

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1. What are the duties of a recorder? (minute-taker)

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1. What are the key points raised in the meeting at the end of the video?

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