Supercharge your meetings with Loomio

5 easy steps to help your team have more productive meetings

1 In the week before your meeting, **start a discussion thread** to announce the meeting details. Attach any documents that people need to arrive prepared.

2 **Invite agenda points** from your team by starting a proposal like 'I've submitted my agenda points'. Set the proposal to close at the time the meeting starts: this way everyone will get a reminder 24 hours beforehand.

3 During the meeting, **notice which topics require more space**: you can start a Loomio thread about each one of those to continue the conversation beyond the meeting.

4 After the meeting, update the thread, noting the **action points**, and mentioning the relevant people so they're notified.

5 Create another proposal in the same thread, linking to the meeting minutes document. Give people three days to **sign off the minutes** and confirm their action points.

Congratulations – you've signed off the minutes and now have a searchable record of your meeting.

Loomio is easy to use, secure, accessible software used by groups around the world to discuss issues and make decisions together online.

Try it for your next meeting!
Sign up at **loomio.org**

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