Effective Meetings
October 5, 2016

Meeting Types
Selecting Participants
Developing Agendas
Time Management
Action Items & Follow-up
Types of Meeting

- Standup
- Brainstorming
- Design
- Client
Selecting Participants

- **Goals ↔ Participants**
  - Ask invitees to invite others as needed
  - Communicate roles to each person

- Clarify **Goals**

- Send **Agenda**
Developing Agendas

• Develop the agenda **with key participants**
  • State the desired outcome
  • Desired Outcome => Goals => Content => Agenda

• With each major topic, include:
  • Action/discussion needed
  • Expected output (decision, vote, action assigned to someone)
  • Estimated time

• Keep the agenda posted

• Adapt the agenda if members are making progress in something else
Opening Meetings

• Always come and start on time
  • Welcome and thank attendees participation
  • Reminds late-comers to come on time

• Review the agenda at the beginning
  • Participants should understand all major topics
  • Participants may request changes or accept them

• Designate a recorder
  • records decisions, action items, due dates
  • distributes after the meeting

• Clarify everyone’s role(s) in the meeting
  • Involve early “early and often”
Establishing Ground Rules

• Some Suggested Ground Rules:
  • Focus
  • Be concise & relevant
  • Maintain momentum
  • Reach closure

• Keep the ground rules posted

• The power of the written word
Time Management

- Start on time
  - Keep moving

- End
  - On time
  - On a positive note.
  - Review actions and assignments
  - Set the time for the next steps (and meetings)
  - Confirm everyone can deliver their commitment
Recap

• Selecting Participants
  • Goals ↔ Participants
• Developing Agendas
  • Desired Outcome => Goals => Content => Agenda
• Time Management
  • Start/end on time & keep moving
• Actions & Assignment Items
• Follow-up

Writing: Publish in Confluence