

Effective Meetings



Meetings work best when it's clear what you're trying to solve, and how you're going to do it.

1. Decide the type of meeting

- Brainstorm
- Decision Making
- Problem Solving
- Planning



- Team Building
- Innovation
- Announcement
- 1-2-1s



- Review
- Interview
- Celebration
- Status Updates *



Status meetings are often dysfunctional and a poor way of conveying information

2. Set up for success

- Define the purpose of the meeting
- Specify clear outcomes
- Invite exactly the right people to meet the outcomes
- Have sufficient but not excessive time

3. Agree meeting roles

- Facilitator
- Note Taker
- Timekeeper
- Decision Maker
- Promise Tracker
- Enforcer
- Vibe Watcher
- Voice of the customer

4. Running the meeting

- ✓ Come Prepared
- ✓ Get to the point, no showboating
- ✓ Practice the law of 2 feet
- ✓ Use time boxes
- ✓ Participate equitably
- ✓ How was the meeting? Get feedback



5. Use signal cards



Speed up



Park It



Slow down



Take a break

