

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

