Getting the most out of meetings

- Mrinalini Gadkari
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what is a meeting?

a setting with an agreed upon time, where two or more people come together and interact
modes of meeting

in person

remote

verbal

sign

type

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types of meetings

informational
– report on updates/changes/successes/status/data

decision-making
– discuss options and reach consensus

problem-solving
– resolve issues
before

• what is the purpose of the meeting?
  • information sharing, decision-making, problem-solving
  • how does it impact the organization?
• what do I want to accomplish at the end of the meeting? what is/are the desired outcome/s?
• do I have an agenda?
  • do I need this meeting?
  • blue print with flexibility
  • share with attendees beforehand
• who should attend? why?
  • who need to be involved in problem solving/decision-making?
  • who will be impacted by the decision/information?
  • what are the roles and responsibilities?
• what medium should I use to interact?
  • in person- location, room, room arrangement
  • remote- ideal medium, time zones
• what is the duration of the meeting?
  • can I do it in less time?
During

• **ground rules**
  – set expectations

• **appoint roles**
  – facilitator
  – leader
  – recorder
  – Participants

• **refer to agenda**
  – ensure meeting is going as planned
  – helps focus on topics
  – visual for anyone to point out if meeting is off-track
capture action items
- what, who, how and when

reflection
- did we achieve the desired outcome/s?
- what worked well?
- what can you do differently?
• share outcomes of the meeting
  – meeting minutes/overview/summary, important especially for stakeholders not part of the meeting
    • key decisions made
    • resolved/unresolved items
    • action plan

• follow up
  – inform the status of action items to all concerned parties
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