

# Meeting Guide

A world-class company has first-class meetings because people, work, time, and communication matter. Meeting failure impacts everything else.

Effective meetings generate open dialogue, healthy disagreement, respectful compromise, clear and timely decision-making, and a shared commitment to the go-forward plan.

## Best Practices Checklist

*You can (and should) opt out or leave a meeting when these elements are not included.*

- ✓ **Have a clear agenda**
  - Make the purpose of the meeting and the key discussion topics crystal clear. Leverage helpful templates to stay on track.
- ✓ **Use a "parking lot"**
  - Set aside all items that are not critical to this meeting topic.
- ✓ **Strategize the start and end**
  - Start on time, end on time.
  - Begin with 5 min on goals; end with 5 min on next steps.
  - Avoid back-to-back meetings – they deplete energy.
- ✓ **Shrink the size**
  - Include the smallest number possible. Invite only the pertinent participants to the room, not those who only need to be informed.
  - Let people opt out – make decisions without you, or provide asynchronous input before the meeting.
- ✓ **Define roles**

Establish who is doing what:

  - Presenter/facilitator (responsible).
  - Decision-maker (accountable).
  - Subject matter expert (consulted).
  - Note taker/disseminator.
- ✓ **Match time to scope**
  - Tightly contain how much time is dedicated to each topic.
  - Avoid arbitrary lengths. Block off the time needed to complete the discussion. Don't assume 30 min or an hour.
- ✓ **Prioritize the pre- and post-work**
  - Don't think of meetings as 'where I start engaging this topic.' Meetings are not for information gathering. That occurs outside of the meeting.
  - End the meeting by assigning next tasks with set due dates.

## Not everything needs a meeting

### Communicate asynchronously

Make relevant, updated information accessible. This is critical for supporting hybrid workstyles.

- Consider Loom videos as a replacement and/or primer for meetings.
- Create a team page for updates, agenda items, etc to reduce interruptions and better track progress.
- Store meeting notes in an accessible location so people don't have to attend to be informed.
- Provide opportunity for a larger group to provide input prior to the meeting.

### Adopt consistent email standards

Apply labels to your subject lines:

- **FYI** – don't respond. If you are cc'ed or the email is forwarded with no subject line edit, it's an FYI.
- **Action** – include 'task + request by date' to subject line.
- **Urgent** – must include 'urgent' in subject line + response requested by.

Why we meet:

Decide

Learn

Bond

Do

We must commit to a disciplined rather than relaxed approach to how we structure and run meetings.

# Meeting Discussion Guide Example

**Martha Combs**



## Meeting Discussion Guide Example:

Understanding Focus Group Discussions Monique M. Hennink, 2014 This volume guides readers on practical and theoretical considerations in conducting focus group research Separate chapters are devoted to writing focus group methods and presenting findings Strategies for assessing the quality of focus group research are included and case study examples of field research are provided throughout **Group Discussion Guide**, 1941 **Film and Radio Discussion Guide**, 1944

**Focus Group Discussions** Monique M. Hennink, 2013-12-13 The Understanding Research series focuses on the process of writing up social research The series is broken down into three categories Understanding Statistics Understanding Measurement and Understanding Qualitative Research The books provide researchers with guides to understanding writing and evaluating social research Each volume demonstrates how research should be represented including how to write up the methodology as well as the research findings Each volume also reviews how to appropriately evaluate published research Focus Group Discussions addresses the challenges associated with conducting and writing focus group research It provides detailed guidance on the practical and theoretical considerations in conducting focus group discussions including designing the discussion guide recruiting participants training a field team moderating techniques and ethical considerations Monique Hennink describes how a methodology section is read and evaluated by others such as journal reviewers or thesis advisors She provides readers with guidance on specific aspects of presenting research findings such structuring narrative accounts developing an argument using quotations reporting focus group interaction visual presentation formats and strategies for grounding study results She describes the challenges in assessing focus groups and details practical strategies for assessing scientific rigor The book includes case study examples of field research across a range of disciplines and international contexts Hennink concludes the volume with an overview of current debates relating to the evaluation of qualitative research suggesting ways to critique the research design methodology and results of focus group research **Rapid Assessment Procedures for Nutrition and Primary Health Care** Susan Scrimshaw, Elena Hurtado, 1987 **Qualitative Research Methods** Monique Hennink, Inge Hutter, Ajay Bailey, 2020-01-09 From selecting appropriate methods to publishing your findings this second edition offers a multidisciplinary introduction to the qualitative research process built around the authors Qualitative Research Cycle consisting of the design data collection and analytic cycles *Developing Competent Readers and Writers in the Primary Grades* Martha Combs, 1996 This major new entry is a core text for the growing number of reading literacy methods courses which cover grades K through four The text emphasizes literature based reading but also discusses the appropriate use of phonics instruction in helping children to become literate *A Manual of Group Discussion* Lyman Spicer Judson, 1936 **Proceedings of the ... Annual Meeting** Eastern Academy of Management. Meeting, 1999 The How To of Qualitative Research Janice D. Aurini, Melanie Heath, Stephanie Howells, 2021-12-08 This book will support you through each milestone of your research project with step by step instructions to doing qualitative research Whatever

type of data or data collection method you use it will help you to navigate the nuts and bolts of qualitative research from forming your research question to effectively writing up Your roadmap and toolbox all in one it helps you choose the best research tools for your project while managing any challenges you might encounter along the way It includes Guidance on putting different research designs into practice including using technology for interviews data management and unobtrusive research Practical mapping tools including checklists and quick tips Online case studies and further reading to deepen your knowledge and expand your bibliography Advice from experts on how to design and implement excellent qualitative research including considerations of ethical issues This book is the perfect companion for social sciences students carrying out their first qualitative research project

**The Principles and Methods of Discussion** James Howard McBurney, Kenneth Gordon Hance, 1939 First edition Bibliography p 434 447

**Designing and Conducting Health Systems Research Projects: Proposal development and fieldwork** Corlien M. Varkevisser, Indra Pathmanathan, Ann Brownlee, Ann Templeton Brownlee, 1991 Health Systems Research Training Series Vol 2 Part 1 Proposal development and field work

**Simple Reading Material for Adults: Its Preparation and Use** Unesco, 1963 Academy; a Weekly Review of Literature, Learning, Science and Art, 1896 The Poetical gazette the official organ of the Poetry society and a review of poetical affairs nos 4 7 issued as supplements to the Academy v 79 Oct 15 Nov 5 Dec 3 and 31 1910

**Handling Higher Replacement Costs** National Industrial Conference Board, Elliott F. Higgins, James F. Fogarty, 1945 Official Report of the ... National Training Conference of Professional Scouters of the Boy Scouts of America Boy Scouts of America. National Training Conference of Professional Scouters, 1940

**International Journal of Religious Education**, 1939

**How to Organize a Steinbeck Book Or Film Discussion Group** Susan Shillinglaw, Harold Augenbraum, 2002

**National 4-H Club News**, 1947

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