



PREPARING

PARTICIPANTS:

MEETING OBJECTIVE:

TO DO:

PLANNING

NEXT STEPS:

NEXT MEETING:

NOTES

- ### EFFECTIVE MEETING TIPS
- **Prior to Meeting**
 - Determine if a meeting is required or if a phone call or email is more appropriate.
 - Think about the optimal meeting time for your team.
 - Make the meeting environment comfortable (temperature, food, drinks)
 - Develop a meeting agenda

- Assign roles prior to meeting start (Facilitator, Note taker, etc.)
- **Meeting**
 - Begin at scheduled time
 - Reduce distractions (noise, electronic devices, etc.)
 - Go around the room and ask all attendees for, "Saved Rounds."
 - Assign tasks to teammates prior to meeting end
 - Schedule next meeting

- **Post Meeting**
 - Provide follow-up notes to attendees

- ### IDEAL MEETING LENGTHS
- Regular team meeting:* 15 to 30 minutes
 - Decision-making meeting:* A few hours, possibly a full day depending on the decision
 - Brainstorming meeting:* 40 minutes to 1 hour
 - Retrospective meeting:* 30 minutes for every week in the project
 - One-on-one meeting:* 30 minutes to 1 hour
 - Strategy meeting:* 60 to 90 minutes