Meetings

## Smart Draw’s Case Study

Steps :

* Why ?
* Logistical : Where ? How long ? Preparation
* Role of manager : scope & Produce, Facilitate, Regulate
* Compute Meeting Proficiency :
  + Need an agenda
  + Don’t do other work
  + Unfocus / Unproductive
  + Accountability & follow-up
* Calculate Meeting ROI (return on investment)
* Achieving maximum meeting proficiency
  + Length of meeting
  + Communication about the project using flowcharts and graphs
  + Knowledge of the meeting subject