Responsible: Alexandru Mocanu

## Data collection: Video record a brainstorming meeting of the group (e.g. use your phone).

**Analysis:** Typically meetings require three roles to be played (one person can play multiple roles and each role can be taken by multiple people):

## **1. Meeting Facilitator** (convenes and organizes the meeting logistics, manages time)

Organizing the meetings was always fairly easy since we have a very similar schedule. We usually meet at the same time weekly and in the same room.

However we didn't do well regarding the time management. Nobody was in charge of the time and the meetings often exceeded the time allocated to them. Sometimes we would also be stuck speaking about a subject and move on too late.

**2. Participation Facilitator** (keeps discussion going and ensures everyone is involved in the discussion and in decision making)

Currently, when discussing ideas, two of the group members speak more than the others (Timothy and Zoe) and tend to forget to let the others (Valentin and Alexandru) speak. However, they always end up noticing that they are the only ones speaking and apologize to the others for this and let them speak afterwards. I guess this is the first step for improvement for this problem. For decision making, things happen differently. Everybody speaks their mind about the decision to make and a common ground is found between all the members peacefully.

3. Quality Control Manager (keeps written notes on decisions, discussion, action points and responsibilities)

At each meeting there is always someone who takes notes of what is discussed. In the end we all consult the notes and add things that weren't covered. I think, though, that it would be better if we had someone assigned to take notes all the time, so that one person would be specialized in this task. This way, we would probably get better notes after a couple of meetings, decreasing the time needed to revise notes and thus increasing productivity.

Ordered in terms of how much each team member fulfills each of the roles (1 - highest, 4 - lowest), we have the following table:

Team member	Meeting Facilitator	Participation Facilitator	Quality Control Manager
Zoe Baraschi	4	1	3
Valentin Borgeaud	3	3	1
Alexandru Mocanu	1	4	2
Timothy Trovatelli	2	2	4

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**Reflection:** Based upon your analysis of the video, how would you propose that the group could improve meetings?

I observed that most of the time the meeting facilitator role was not clearly assumed by any of the members and therefore we ended up spending more time than needed in most of the meetings. It would be preferable that we assign someone to manage time and set priorities for each meeting.

I could also see that sometimes people started getting bored, so we had times when we were not productive at all. I would suggest that we organize our meetings in working and break time intervals.

**Group reflection:** Share your report with the group. Make a note of the different participant's responses to the report. Does the group propose to change how they run meetings in the future?

After discussing with the group about this report, we decided that one of us (Alexandru) should manage the time of each meeting and interrupt us when we're spending too much time on a certain subject. We decided also to assign the time we should speak on a subject before actually starting the conversation.

For the participation facilitator part, people agree that they either have to try to talk more or let other people talk more. To help the group, we decided that Zoe, which was one of the members talking the most, should be the participation facilitator as she is more at ease with interrupting people who talk too much (politely of course) or with giving the floor to the less talkative members of the group.