**Ways of work**

# Practitioners' conduct and meetings

# Mastering practitioners' meetings

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It's important we understand how to run **impactful meetings** for **successful projects**.

By adopting an **Agile** framework such as **Scrum**, we can enhance our meetings with **time-bound sprints** and **well-defined roles**.

For **impactful meeting**s, we need to know how to **prepare**, understand the **Chair's roles**, and know what to do **post-meeting**.

**Note:** A practitioner refers to a person working in the technical profession.

# Using Scrum for a practitioners' meeting

In Agile, a sprint is a period of time prescribed for a particular **phase** of a **project**.

## Scrum ideals

- Sprints have a **fixed duration**.
- Sprint duration can vary from **2 weeks to 1 month**.
- These durations are estimated from a **backlog** of things to do.
- Scrums have **three roles**: product owner, scrum master, and development team.
- **No changes** are allowed to the plan once the **sprint starts**.
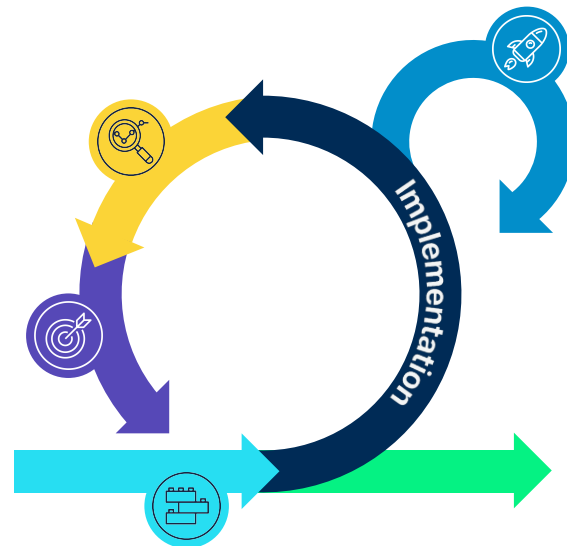
# Preparing for the meeting

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In order to **adequately prepare** for a practitioners' meeting, we need to:

**1** **Plan the agenda**, decide the **order** and **timing** of the items and who will **introduce** each.

**2** **Identify** which agenda items are for **information**, **discussion**, or a **decision**.

**3** Be well **briefed** about each **item** and **actions** taken since the last meeting.

**4** Ensure all necessary **background papers** are sent out with the agenda **beforehand**.

**5** Check all relevant **practical arrangements** are made, e.g. room layout, visual aids, etc.

**6** Arrive in **good time** before the meeting is due to start.

# Chairing the meeting

Chairing a meeting is a **multi-faceted role**, with many **factors** needing to be addressed.

### The roles of a Chairperson

- Set the **agenda** for the meeting.
- **Lead** the meeting.
- Maintain **order** at the meeting.
- Ensure the **conventions** of the meeting are being followed.
- Ensure **fairness** and **equality** at the meeting.
- **Approve** the formal **minutes of the meeting** and **confirm** they are a **truthful representation** of the events at the meeting.

# Roles of the meeting Chair

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In an effective meeting, the Chairperson has seven main roles. The first four are to **communicate** clearly, keep things **on track**, encourage **discussion**, and make **comparisons**.

| Communicate | Control | Coax | Compare |
|---|---|---|---|
| **Start** the meeting and **welcome** new members. | Set **time limits** and ensure time is used **effectively**. | Encourage **participation**. | Weigh up contributions **impartially**. |
| Address **absences** and **conflicts**. | **Stick** to the agenda. | **Balance** the discussion between **all members**. | All points in favor should be **summarized against** all points not in favor. |
| Set the **objectives** and **agenda**. | Allow freedom of **expression**. | Ask the **tough** and **awkward questions**. | |
| Be **brief** when making a point. | Ensure **quorum** and that proper **minutes** are taken. | | |

# Roles of the meeting Chair

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The next three roles are to **clear up** any confusion, make **decisions**, and **guide** the group.

## Clarify

Confirm everyone **understands** what is being discussed.

**Summarize** what is being discussed.

## Decision-making

Ensure decisions are taken in the context of the group's **strategy** and that they are **recorded**, together with **who** is going to implement them.

## Guide

Remember that above all, the Chair is there to **guide** the meeting.

Steer members to work **harmoniously** and **purposefully** as a team.

Keep an eye on time.

# Post-meeting follow-up

**Summarise decisions** taken and **action points** to be followed up, e.g. **who** is responsible, by **when**.

Agree on a **date** for the **next meeting**.

Agree what special **items** will be put on the agenda of the **next meeting** and what work needs to be **done** by **whom**.

Ensure that the **minutes** are **written up**, checked, and **sent out** in good time.

The Chair's responsibilities **do not end** at the **conclusion** of the meeting.  They still need to conduct a **post-meeting follow-up**.

# Mastering practitioners' meetings

**Different types** of meetings have **unique requirements** and demand specific **preparation strategies**.

The role of an effective Chair is **multi-faceted**, encompassing clear **communication**, agenda **control**, **decision-making**, and **guiding** the team to work harmoniously.

The impact of a well-run meeting is maximized through diligent **post-meeting follow-up**, including summary distribution and action item tracking.