

be active
structure not good
vague structure
conclusion not strong
intro too long
keep it brief and short
20% staff not pointed out
analyse first 5 mins
beginner - moderator - concluser
brownie points
moderator - keeps discussion in structure; leads it
intro - bring major points (trust, reliability)
coming in structure; point out the problems
analysis - structure - specific topics
quality vs reliability
structure on dividing business
conclusion was fine
analyse - problem - structure - priority order - alternatives - problems on that - plan B/C - conclude
conclusion should be based on majority
follow more on supply - chain topics (the problem statement is based on that)
analysis of topics
from the beginning itself try to keep the discussion in structure
bring in major points of discussion and make a priority list
try to keep more generic terms and come up with practical points
look for major ques and possibilities then structure them while finding solutions for each of them
can also look out for alternatives
conclusion in a unanimous manner and should be based on the majority of members
keep track of time and sum all the points in conclusion
try to participate actively.
one person can summarise the discussion up till that point
try to Maintain structure throughout the discussion.
to come at a proper conclusion is necessary
can keep it like this:
many people came up with this solution.
no need to be unanimous.
try to bring in more creative points to help yourself stand out
be more emphatic
and also while discussing try to bring in the structure and directed
the person who seconded should begin with structuring it