

mojoMosaic Meeting Method: Reducing Human Suffering in Corporate Meetings

1. Introduction

- 1.1. The Need for Effective Meeting Management
- 1.2. mojoMosaic: Leveraging AI to Make Meetings Matter
- 1.3. Key Components of the mojoMosaic Meeting Method

2. Pre-Meeting Preparation

- 2.1. Gathering Participant Information
 - 2.1.1. Roles and Responsibilities
 - 2.1.2. Communication Preferences
 - 2.1.3. Cognitive Profiles
- 2.2. Agenda Creation and Optimization
 - 2.2.1. Identifying Key Discussion Points
 - 2.2.2. Estimating Time Allocations
 - 2.2.3. Aligning Agenda with Participant Needs
- 2.3. Resource and Material Preparation
 - 2.3.1. Generating Personalized Briefing Documents
 - 2.3.2. Assembling Relevant Data and Visualizations
 - 2.3.3. Distributing Materials to Participants

3. During-Meeting Facilitation

- 3.1. Real-Time Transcription and Analysis
 - 3.1.1. Speech-to-Text Conversion
 - 3.1.2. Sentiment and Emotion Detection
 - 3.1.3. Topic and Action Item Extraction
- 3.2. Dynamic Agenda Adjustment
 - 3.2.1. Monitoring Discussion Progress
 - 3.2.2. Identifying Deviations and Bottlenecks
 - 3.2.3. Proposing Agenda Modifications
- 3.3. Personalized Engagement Prompts
 - 3.3.1. Generating Questions and Prompts
 - 3.3.2. Encouraging Balanced Participation
 - 3.3.3. Facilitating Constructive Dialogue

4. Post-Meeting Follow-Up

- 4.1. Meeting Summary Generation
 - 4.1.1. Key Decisions and Outcomes
 - 4.1.2. Action Items and Assignments
 - 4.1.3. Next Steps and Timelines
- 4.2. Personalized Feedback and Insights
 - 4.2.1. Individual Performance Analysis
 - 4.2.2. Improvement Recommendations
 - 4.2.3. Recognition and Positive Reinforcement
- 4.3. Continuous Improvement
 - 4.3.1. Participant Satisfaction Surveys
 - 4.3.2. Meeting Effectiveness Metrics
 - 4.3.3. Iterative Method Refinement

5. Integration with Existing Tools and Processes

- 5.1. Calendar and Scheduling Systems
- 5.2. Project Management Platforms
- 5.3. Communication and Collaboration Tools

6. Ethical Considerations and Data Privacy

- 6.1. Informed Consent and Opt-Out Mechanisms
- 6.2. Data Security and Access Controls
- 6.3. Bias Mitigation and Fairness Assurance

7. Case Study: Applying mojoMosaic to Your Meeting with Chas Porter

- 7.1. Participant Profile: Chas Porter
 - 7.1.1. Background and Expertise
 - 7.1.2. Communication Style and Preferences
 - 7.1.3. Cognitive Strengths and Challenges
- 7.2. Customized Meeting Preparation
 - 7.2.1. Tailored Agenda and Discussion Points
 - 7.2.2. Personalized Briefing Materials
 - 7.2.3. Specific Data and Insights to Highlight
- 7.3. Real-Time Meeting Facilitation
 - 7.3.1. Monitoring Engagement and Understanding
 - 7.3.2. Providing Contextual Prompts and Clarifications
 - 7.3.3. Capturing Key Insights and Action Items
- 7.4. Post-Meeting Follow-Up
 - 7.4.1. Summarizing Outcomes and Decisions
 - 7.4.2. Providing Personalized Feedback and Recommendations
 - 7.4.3. Identifying Opportunities for Collaboration and Synergy

8. Future Enhancements and Scaling

- 8.1. Integration with Voice Assistants and Smart Devices
- 8.2. Multi-Language Support and Cross-Cultural Adaptation
- 8.3. Predictive Analytics and Meeting Optimization

Glossary

- **mojoMosaic:** An AI-powered meeting management system designed to reduce human suffering in corporate meetings
- **Cognitive Profile:** An individual's unique set of cognitive strengths, challenges, and preferences
- **Personalized Engagement Prompts:** AI-generated questions and prompts tailored to each participant's needs and communication style
- **Meeting Effectiveness Metrics:** Quantitative measures of meeting productivity, participant satisfaction, and decision quality
- **Informed Consent:** The process of obtaining voluntary agreement from participants to use their data for AI analysis and optimization