

Tip 27 - Be sure of what to do in a meeting






- **Do not develop the habit of setting up meetings without clear guidelines of what to discuss or without making thorough planning for it first**



- **You have an agenda in place and everyone knows the items beforehand so that by the time they make an appearance, they can relate to what will be discussed**



- **You have to first identify the reasons you are calling for the meeting**
- **What you think the meeting will achieve**

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- **Ask yourself if it would not be better for the whole group and your production times if you used the alternative instead**



- **Only if you are convinced the meeting is the best way, should you call for it**
- **Scrum is about removing impediments to create productivity**
- **You can achieve a more productive team by saving them time**

In Summary

- **Be sure of what to do in a meeting**