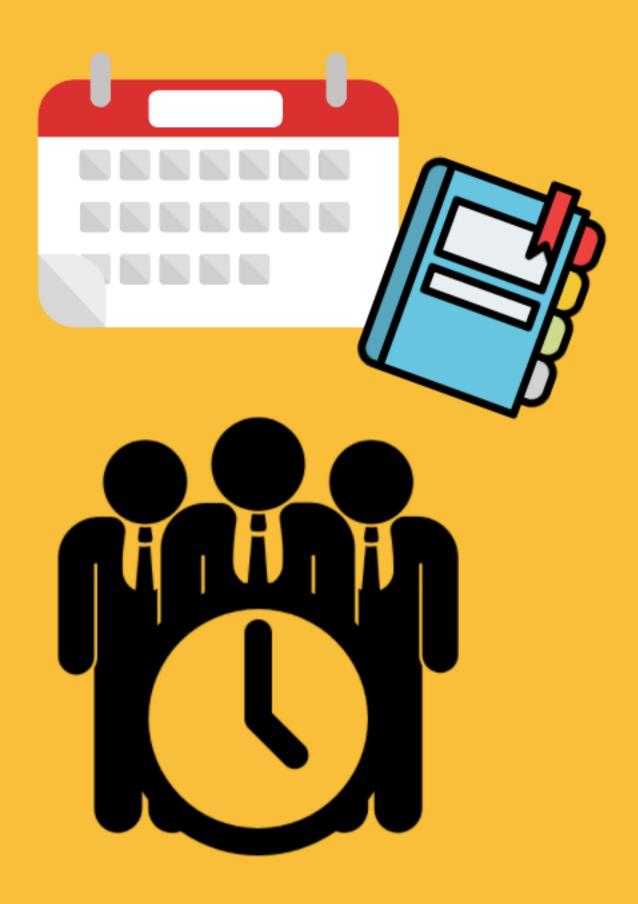
## Tip 27 - Be sure of what to do in a meeting





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

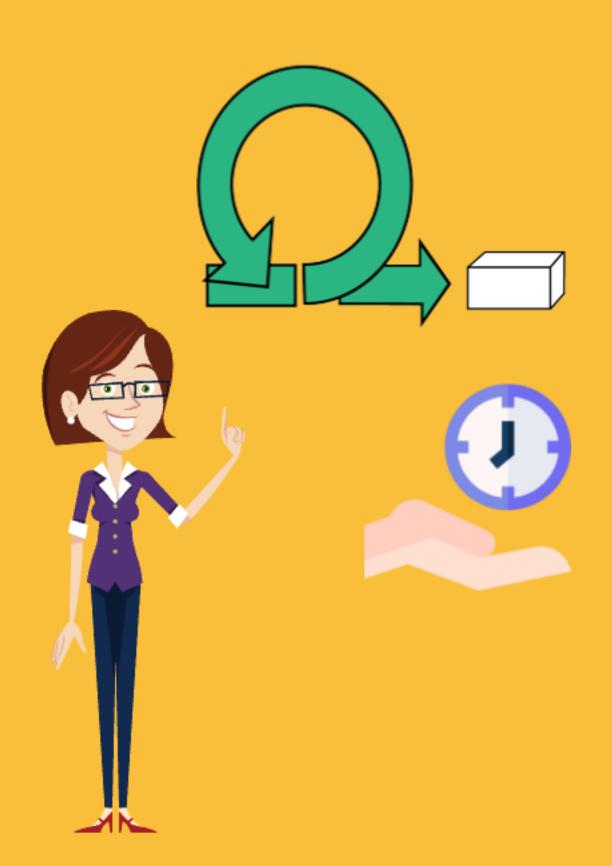


You have an agenda in place and everyone knows the items beforehand so that by the time they make an appearance, they can relate to what will be discussed



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





- 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