

# How can I avoid having too many meetings?\*

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**Abstract.** One of the prevalent challenges in project management is the recurrent complaint of "too many meetings." Addressing this issue effectively necessitates the strategic structuring of meetings and the judicious elimination of unnecessary ones. This abstract explores the significance of mitigating the adverse impact of excessive meetings on project efficiency and outcomes. It emphasizes the need for thoughtful planning and discernment in organizing meetings to optimize their value, ultimately contributing to streamlined project processes and improved overall project success.

**Keywords:** Meetings · Meeting structure · Meeting objectives · Communication · Team Building · Short meetings .

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**Table 1.** Table of contents

## 2 Introduction

In the realm of project management, the perennial complaint of "too many meetings" echoes as a common source of frustration. Addressing this challenge effectively involves a nuanced approach—meticulously structuring meetings to ensure their relevance and purpose while strategically eliminating unnecessary gatherings. This paper aims to guide project leaders in crafting and orchestrating meetings that not only serve their intended goals but also resonate with team members. From building better meetings by imbuing them with purpose and brevity to optimizing the frequency and structure of project-related gatherings,

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\* Supported by organization x.

this discourse explores strategies for enhancing the overall efficiency and impact of meetings within the project management landscape. Through a comprehensive examination of meeting dynamics, this paper seeks to equip project leaders with insights into fostering meaningful communication, team building, and decision-making while mitigating the pervasive complaint of an excess of unproductive meetings.

3 Objective

4 Challenges of Excessive Meetings

5 Structuring Effective Meetings

6 Strategies for Meeting Optimization

6.1 A Subsection Sample

Please note that the first paragraph of a section or subsection is not indented. The first paragraph that follows a table, figure, equation etc. does not need an indent, either.  
Subsequent paragraphs, however, are indented.

**Sample Heading (Third Level)** Only two levels of headings should be numbered. Lower level headings remain unnumbered; they are formatted as run-in headings.

*Sample Heading (Fourth Level)* The contribution should contain no more than four levels of headings. Table 2 gives a summary of all heading levels.

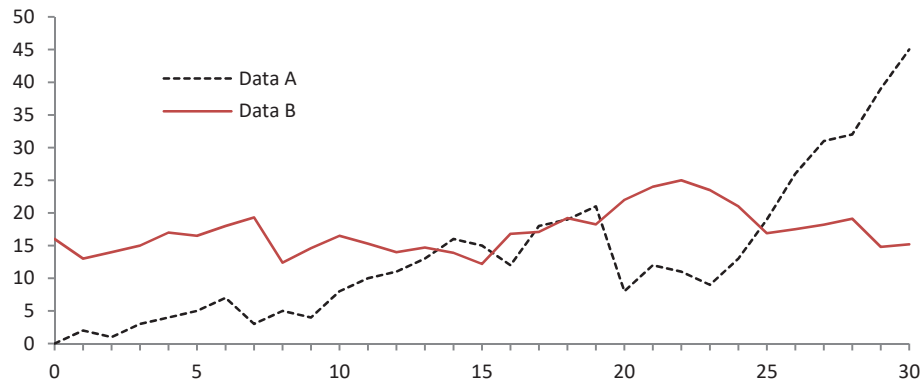
**Table 2.** Table captions should be placed above the tables.

Heading level	Example	Font size and style
Title (centered)	<b>Lecture Notes</b>	14 point, bold
1st-level heading	<b>1 Introduction</b>	12 point, bold
2nd-level heading	<b>2.1 Printing Area</b>	10 point, bold
3rd-level heading	<b>Run-in Heading in Bold.</b> Text follows	10 point, bold
4th-level heading	<i>Lowest Level Heading.</i> Text follows	10 point, italic

Displayed equations are centered and set on a separate line.

$$x + y = z \tag{1}$$

Please try to avoid rasterized images for line-art diagrams and schemas. Whenever possible, use vector graphics instead (see Fig. 1).



**Fig. 1.** A figure caption is always placed below the illustration. Please note that short captions are centered, while long ones are justified by the macro package automatically.

**Theorem 1.** *This is a sample theorem. The run-in heading is set in bold, while the following text appears in italics. Definitions, lemmas, propositions, and corollaries are styled the same way.*

*Proof.* Proofs, examples, and remarks have the initial word in italics, while the following text appears in normal font.

For citations of references, we prefer the use of square brackets and consecutive numbers. Citations using labels or the author/year convention are also acceptable. The following bibliography provides a sample reference list with entries for journal articles [1], an LNCS chapter [2], a book [?], proceedings without editors [4], and a homepage [5]. Multiple citations are grouped [1, 2, ?], [1, ?, 4, 5].

## 7 Conclusion

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