

# SPERASOFT

*How To Make  
Meetings Effective  
2015*



# Agenda

**Goals**

**Preparation to a meeting**

**During the meeting**

**After the meeting**

**Status meetings**

**Questions**

# Goals

**Build a solid foundation of meetings management knowledge and techniques**



# Overview

- **Team members feedback**

- No time to work due to lots of meetings
- I could not do my plan for sprint because I had to join an urgent meetings
- I have lots of inputs from my colleagues, and I don't know how to manage this.



- **Summary**

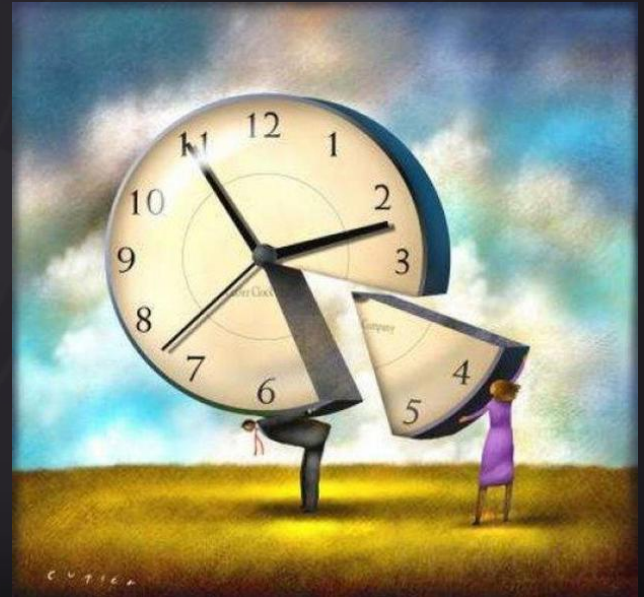
- We spend significant time for meetings
- We are short of time for tasks execution



# How To Waste Time

## How to waste 1 people\*hour (real story)

- Invite 5 people (+1 organizer)
- Wait for one participant for 7 minutes
- Chatter for 3 minutes before starting the discussion



# Preparation To A Meeting: Goals

- **Define goals for the meeting**
  - What do you expect to achieve and how?



# Preparation To A Meeting: Title

- **A meeting should have a good title**

- It should give a hint to participants list and agenda
- Meeting subject should be formulated as a task

- **Bad title examples:**

- *1:1 with Vitaly*

*How Vitaly can understand who is to meet at 1:1?*

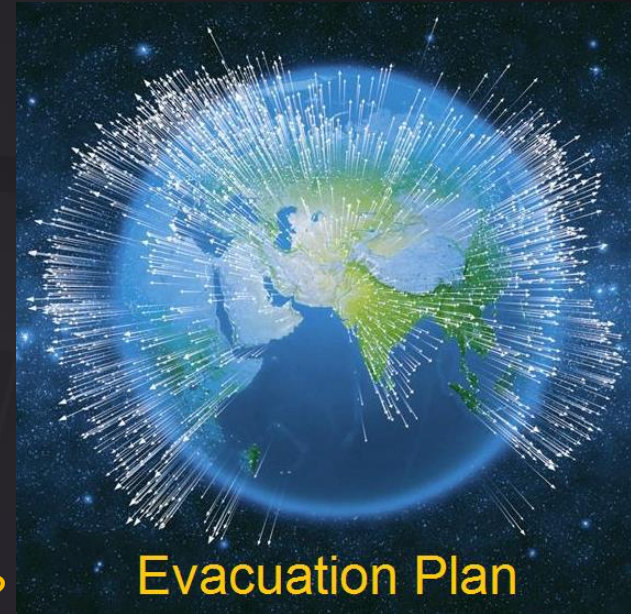
- *Project*

*Just too many things may be discussed here*

- **Better title examples:**

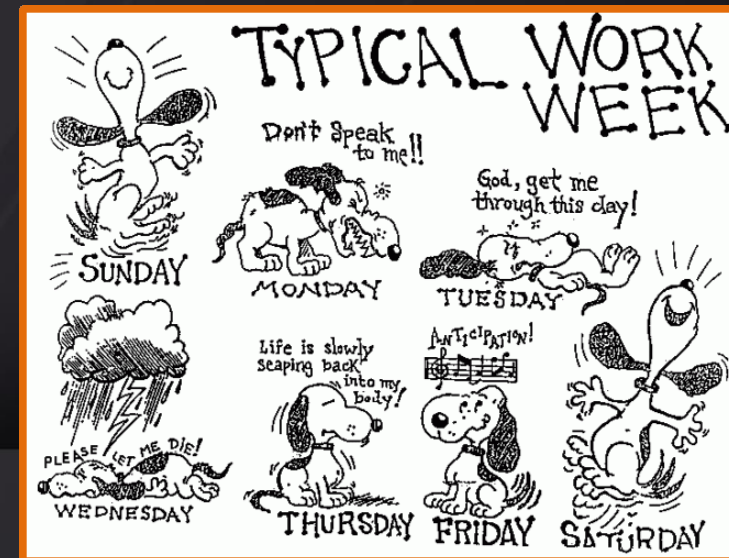
- *1:1 Anton/Vitaly*

- *Project current status discussion*



# Preparation To A Meeting: Participants

- **Define list of participants**
  - Check their roles on the meeting
  - Check that every participant is available at the meeting time
    - Use Google Calendar for this
    - Can't access someone's calendar?
      - Ask people to open their available/busy time slots for you
- **Give Invitees Time to Handle an Invitation**
  - Don't expect that people read an invitation sent 3 minutes before the meeting start
- **Define a best day**
  - Monday – ramp up
  - Wednesday-Friday – high performance





# Preparation To A Meeting: Agenda

- **Send Agenda beforehand with**

- Goals
- Time quotas
- Type of decision making method
  - Voting
  - Consultative
  - Authoritarian
- Each agenda item should be for decision taking and action items creation

- *Agenda example*

- *Old AI review (Ivan) – 5 min*
- *Meetings presentation discussion – what to improve there (Peter) – 15 min*
- *Who is to draw charts for the wall newspaper (Fedor) – 10 min*
- *Opens (All) – 10 min*

***No agenda means no meeting***

***Exceptions: standups, 1:1s***



# Preparation To A Meeting: For Invitees

- **Don't ignore invitations**
- **Don't skip accepted meetings**
  - Tip for avoid skipping – use email and/or SMS alerts or just your mobile phone alarms
- **Make you free/busy slots visible for others**
  - This will help inviters to avoid intersections with your other meetings
- **Reject with a reason**
  - It's frustrating to get just a plain 'Declined' .
  - Click on 'more options' link in the invitation message, put a note, select 'No' and send the reply (applicable for Google Calendar)



# During The Meeting: Best Practices

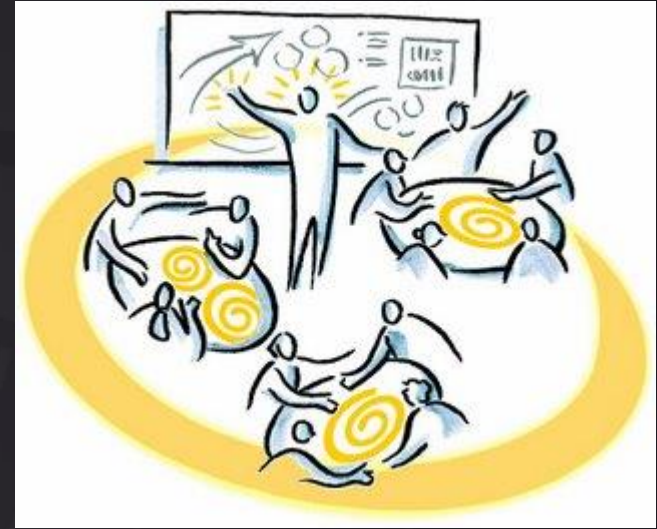
- Arrive on time
- Switch your phone to silent mode
- Stick to the agenda
- Follow your role
  - [The Chicken and the Pig](#)
- Leave the room on time
- Don't make others kick you out of the room
- Clean up after yourself



# During The Meeting: Moderation

## A meeting moderation

- *Opponents should sit near by*
- Announce meeting goals and rules
- Define a person to take notes (minutes)
- Follow up with time quotas
- Direct discussion.
  - For example: “we can discuss it on other meeting, let’s focus on our goals”
- Discuss items important for all meeting members
- *Make a short summary for every report*





# After The Meeting: Get Things Done

## Get things done

- **Send meeting minutes with action items asap**
  - Minutes must contain descriptions of all the decisions taken on each agenda item
- **Register Action Items in CRM (Jira)**
  - That helps to track and monitor status as well as help people plan their work on the items.
  - Fill out priority and due date.
- **Monitor status of items and follow up with responsible specialist if needed**
  - Other tasks can displace action items from nearest plans. You can ping people, increase priority and escalate issue to higher level



# Status meetings

## 3 answers

- What's done?
- What will be done?
- Any issues?

## Stand ups:

- Perhaps perform near work desks, no room necessary
- 15 minutes max. duration



# Thanks!

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