Prepare and Run a Meeting

Each team will have a mandatory, supervised meeting with their TA during each lab session. This meeting should not happen accidentally, instead the team should practice how to make the most efficient use of everybody's time.

1 Assignment

The actual assignment consists of several tasks:

1. During each of your your meetings, two students will fill the roles of the *chair* and the *minute taker*. Study the following paragraphs, which recap from the lecture what these roles entail.
2. The chair has to prepare an agenda for the meeting, use the provide *agenda template*.
3. The minute taker will take notes and add comments to the agenda during the meeting. The updated agenda file is then committed to the repository again.

> **Caution**
>
> At the end of the project, every team member must have taken both roles (chair/minute taker) at least once. You only have six TA labs, so rotate these roles within the team right from the start.

1.1 Agenda Template

The chair uses the following template to prepare the team meetings. Store the agendas as →Markdown files in your team repository (i.e., `/docs/meetings/week-01.md`) and make them available before the lab.

```
| Key | Value |
| --- | --- |
| Date: | ? |
| Time: | ? |
| Location: | ? |
| Chair | ? |
| Minute Taker | ? |
| Attendees: | ? |

Agenda Items:

- Opening by chair (1 min)
- Check-in: How is everyone doing? (? min)
- Announcements by the team (? min)
- Approval of the agenda - Does anyone have any additions? (? min)
- Approval of last minutes - Did everyone read the minutes from the previous meeting? (? min)

- Announcements by the TA (? min)
- Presentation of the current app to TA (? min)

- Talking Points: (Inform/ brainstorm/ decision making/ discuss)
        - <Agenda-item 1> (? min)
        - <Agenda-item 2> (? min)
        - <Agenda-item ...> (? min)
- Summarize action points: Who, what, when? (? min)

- Feedback round: What went well and what can be improved next time? (? min)
- Planned meeting duration != actual duration? Where/why did you mis-estimate? (? min)
- Question round: Does anyone have anything to add before the meeting closes? (? min)
- Closure (1 min)
```

> **Info**
>
> Each agenda item MUST have an estimated duration (in min)

1.2 Role of a Chair

Preparation The chair has an important role in conducting a meeting successfully. The chair must prepare the meeting by drawing up an agenda with items to be discussed. This agenda is sent to all team members approximately two days before the meeting, so the team members can prepare the items.

Opening The chair must lead the meeting. In the format for the agenda, you will see several fixed agenda items. You have to open the meeting at the announced time. After the opening there is time for a short check-in: how is everyone doing? Followed by an update on the most important (action) points from the previous meeting: what is the state of affairs? Which tasks have been completed and which tasks are still in progress? Then the other agenda items will be discussed.

Wrap-up After discussing the agenda items, the action items are summarized, and the tasks are divided. The chairperson, in consultation with the team, divides the tasks. Once it is clear who, what to do and when, it is time for a brief feedback moment. As chairperson, you keep an eye on whether the feedback is given in a constructive way. It is advisable to review the feedback instructions to ensure that each team member adheres to the feedback rules. Then it's time for the round of questions. Please note that the round of questions is a brief moment when final information can be exchanged if there is a need. So, there is no more time for discussion. As a chairperson you also close the meeting: thank your team for their presence and input.

1.3 Role of a Minute Taker

The minute-taker is responsible for taking notes during the meeting but also helps the chair with preparing and following up on action items. In addition, the minute-taker is responsible for communication with team members and the teaching assistants. The minute-taker is also responsible for organising documents. This means that the minute-taker is responsible for submitting documents to Brightspace on time.

Take minutes of what was decided and what actions were taken Write down what was decided and what actions there are. You are free to take detailed notes of the entire meeting, but this can take a lot of time and is usually not necessary. Limit yourself to the main topics that were discussed and a clear action and decision list.

In a meeting three agenda items *require clear notes*:

- Adapt the agenda, if participants include additions.
- For each agenda item, provide an outline of what was discussed in content and how you came to an outcome/finding. Was the purpose of the meeting (to inform/ brainstorm/ decide/ discuss) achieved? This (possibly) results in actions that you record in the action list.
- Give an overview of the division of tasks. Create an action list with action points that clearly define what is expected from whom and when.

2 Assessment

Teams will receive feedback on their weekly meeting organization. The TA will provide a grade in the scale *Insufficient*, *Sufficient*, *Good*, *Very Good*, *Excellent* and include some written feedback on the following aspects.

Agenda We will consider the following aspects in this category.
- Was the agenda added to the repository in time?
- Did the agenda follow the template?
- Were the individual points clear so the team could prepare?

Performance of the Previous Minute Taker We will check the team repository for the previous agenda and check the notes that have been added by the minute taker along the following dimensions.
- Have the notes been merged into the agenda file?
- Is there a good amount of notes? Are they clear?
- Do they contain concrete agreements and assigned people to tasks?
- Are the agreements actionable and realistic?

Chair performance We will consider the following aspects in this category.
- Did the chair ensure that all topics of the agenda were covered?
- Were all topics covered for an appropriate amount of time?

Attitude & Relation We will consider the following aspects in this category.
- Did the team take ownership of the meeting?
- Was everyone active in the meeting and involved in the discussion?
- Was the overall atmosphere constructive?
- Was everyone listened to and ideas/comments/questions taken into account?

Potentially Shippable Product We will consider the following aspects in this category.
- Did the team present the current state of their application?
- Was the application *potentially shippable*, i.e., all presented changes were merged into main?
- Was there progress compared to last week?
- Is the team on a good track to create a working application until project end?

Work Contribution/Distribution in the Team We will consider the following aspects in this category
- Did the students discuss the action list of last week?
- Did all students reach their goals?
- Is everyone contributing to the project?