

## Review meeting objectives

Modified by : Swastik Rajput on 31 Aug 2024, 05:08 PM

- **Objective for the Team RM: (OPM+HR)**
  1. Ensuring that the team's work objects/activities align with the KRAs
  2. Clarification of ownership and proper flow of information
  3. Direct the team to work in accordance to the organizational goals (team goals - intermediate goals)
  4. Measure the inter team and organization level impact of the work objects
  5. Improve the ownership within teams, give feedback
  6. HR - individual performance analysis, areas of improvement, feedback
  7. Pre meet - Agenda
  8. During meet - tracking reports sort of by PM
  
- **Objective for the TL RM:**
  1. Task allocation based on the individual strengths and interest, while maintaining the work balance among the members, prioritization (maybe from DL, communication back to DL)
  2. Collaborative working and emphasis on values
  3. Maintain the team culture, and foster innovation among the members
  
- **Objective Pre-Meeting for PM RM**
  1. **Pre-Meeting Analysis** : Conduct a thorough analysis of problems, identifying issues, and understanding their root causes.
    - **Action:**
      - Collect data and insights on team projects.
      - Identify potential root causes for identified issues.
      - Prepare a summary of findings to discuss in the meeting.
      - Check progress with respect to team goals.
  2. **Simplification of Tracking Processes** : Streamline and simplify the tracking of work objects to reduce complexity.
    - **Action:**
      - Identify and eliminate cumbersome tracking processes.
      - Implement simpler, effective tracking tools.
      - Ensure transparency and ease of tracking for all team members.

- **Objective for the PM RM:**
  1. **Welcome and Meeting Overview** : Brief introduction of the meeting's purpose and agenda.
  2. **Issue Resolution and Progress Alignment**
    - Discuss unresolved issues and brainstorm solutions.
    - Review current progress, identify gaps, and adjust tracking methods to align with team goals.
  3. **PMs as Enablers**
    - Focus on supporting the team by removing obstacles and providing necessary resources.
    - Ensure the quality of deliverables meets expected standards through regular reviews.
  4. **Organizational Learning**
    - Analyze past successes and failures, and share insights to improve future performance.
    - Align meeting outcomes with broader organizational goals.
  5. **Next Steps**
    - Summarize action items and assign responsibilities.
    - Set timelines for follow-up and the next meeting.

- **Objectives for the TownHall:**
  1. **Gather an overall understanding of where the organization is standing with respect to the monthly goal.**
  2. **Feedback:**
    - Individual - Opinion about the current working of each Vongle and their perspective for improvement.
    - Organization - Opinion about the current working of the organization and their perspective for improvement.