Meeting Guidelines

We have implemented a set of meeting guidelines which have dramatically cut the number of meetings people attend and are scheduled. I now always decline meetings with no agenda or defined outcomes,  this did cause a lot of issues to begin with, but when I've explained it people have accepted, as a result we completely changed the meeting culture for our technology department. I've posted it directly from our confluence site and the template is for use when sending out meeting invites so apologies in advance for the formatting

Every time someone calls a meeting, they should consider using this simple template:

**Guidelines for Meetings**

* Have a good reason to meet. If you can document the reason for the meeting with expected business outcomes, cancel it until you can.
* Have an agenda. All expected outcomes should be listed. All items should have a person or persons associated with the item. Stay on time and on topic
* Document the meeting. Someone should take notes and record basic information, assigned tasks and decisions.
* Come on time and be prepared
* Summarise, at the end of the meeting have the note taker summarise the decisions, tasks and Highlights

**Etiquette**

* Turn off your mobile phone
* Turn up on time
* shut laptop lids

**Duration**

Consider using the 50/25 model for meetings.

Instead of 1 hour meetings book 50 minute meetings instead

Instead of 30 minute meetings book 25 minutes instead.

This should avoid back to back meetings on the hour and give time for reflection or room changes without being late.

It should also help focus the meeting agenda to meet the desired outcome in a shorter time frame.

**[ meeting-invitation-template begins ]**

The desired outcome of this meeting is:

* e.g. Come to agreement on solution for issue X
* e.g. Make a decision about Y.
* e.g. Share announcements about topic Z.
* e.g. Continue to grow a good working relationship with each other by socializing in person.  
    
  *Note: Explain what this meeting is meant to accomplish, instead of providing a description of the meeting. Focus on the desired result of the meeting. A meeting should accomplish one or more of three things:*
  + *Solve problem(s)*
  + *Make decision(s)*
  + *Share knowledgeand agree to act on it and/or make it a practice*
    - *Knowledge, as in: data –leads-to–> information –leads-to–> knowledge –leads-to–> practice*

You should come to this meeting because:

* e.g. You are likely to have input into potential solutions for issue X
* e.g. You are one of the folks who has a viewpoint on what decision to make regarding Y.
* e.g. It would benefit you from hearing the announcements in this meeting.
* e.g. This is your opportunity to ask questions about topic Z.
* Note: Give the attendees at least one good reason to attend. Sometimes attendees have no idea why they are invited to this meeting. Don’t be seen as a waster of others’ time.

The Agenda for the meeting is

e.g. Defined schedule within the time frame.

The guidelines for participating in this meeting are:

* e.g. Please come prepared having read the document about ChaosMonkey.  
  e.g. Laptops & mobile communication devices are considered contraband during this meeting. If it is critical for you to have a computer during this meeting, bring a desktop computer :-)  
  *Note: Set the expectations of the participants.*

[ meeting-invitation-template ends ]

**For Example**:

Dear Homer

The desired outcome of this meeting is to make a decision on which flavour of donuts we will buy

You should come to this meeting because you eat the most donuts

The guidelines for participating in this meeting are that you should come having read the document on the donut choices