You were recently hired as the implementation team lead for Seamus Company. After completing your orientation and onboarding period, you are assigned as the point of contact on a company-wide equipment upgrade project that has been delayed once already. Your supervisor, Kamal, who also serves as the committee chair of the project, is looking to you to get this project launched quickly and effectively. While there are over a dozen teams on your list to upgrade, you have proposed an initial, single-team rollout in order to pilot your implementation plan and resolve any unforeseen issues in that plan. You asked Kamal to select the best team for your pilot rollout. Kamal identified two potential teams and scheduled a meeting with the team managers and a data analyst to decide which team should be prioritized for the equipment upgrades. This is a critical decision that your team is waiting on in order to start planning. Unfortunately, you were unable to attend the meeting due to a last-minute conflict.

Since you are new to the organization, you have not yet built relationships with any of the people who attended the meeting. Kamal recorded the meeting and shared it, along with the meeting minutes, via email. You also see that Diego, the manager of Team A, requested time to meet with you one-on-one. While the project is behind schedule and you have only been assigned to this role for one week, you cannot move forward with planning until you know which team to prioritize in the rollout. Following the events of the initial meeting, you are tasked with analyzing the meeting and developing a meeting agenda for a follow-up meeting to facilitate agreement on prioritizing one of the two teams.

A.  Explain the outcomes of the meeting, including the following:

•  how closely the meeting followed the meeting agenda

•  the conflicts that emerged during the meeting

•  how different individuals responded to conflicts that emerged during the meeting

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B.  Evaluate the effectiveness of communication strategies demonstrated in the meeting, including the following:

•  how various communication strategies influenced meeting outcomes

•  how some communication strategies hindered decision-making

C.  Identify the informal leader of the meeting and analyze their approach to leadership, including the following:

•  a leadership skill exhibited by the informal leader

•  a justification of why you identified that particular informal leader

•  how the informal leader maintains focus on the problem being discussed in the meeting

D.  Explain the overall interpersonal dynamics of the team, including how each team member contributed to the meeting’s outcome.

E.  Plan a follow-up meeting in response to Kamal’s email to facilitate agreement on prioritizing one of the two teams, including the following:

•  a list of team members that should attend the meeting

•  questions you will ask in the meeting

•  goals and expectations for the meeting

•  how you will facilitate the meeting and lead the team to a consensus

1.  Justify each component of the given points from part E of your follow-up meeting plan.