

Ways of work

Practitioners' conduct and meetings

Mastering practitioners' meetings

It's important we understand how to run **impactful meetings** for **successful projects**.

By adopting an **Agile** framework such as **Scrum**, we can enhance our meetings with **time-bound sprints** and **well-defined roles**.

For **impactful meetings**, we need to know how to **prepare**, understand the **Chair's roles**, and know what to do **post-meeting**.

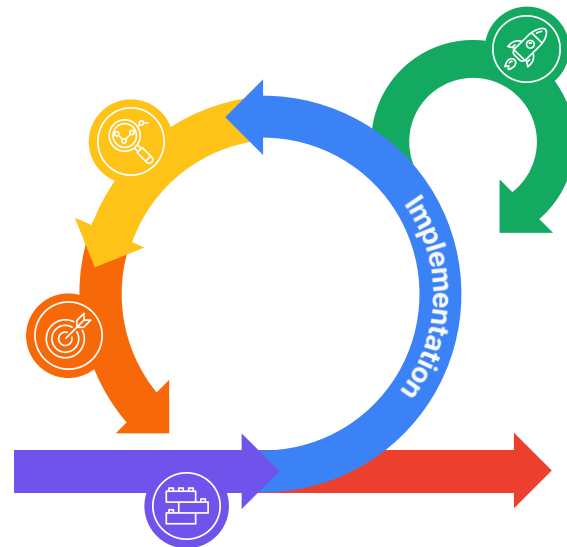
Note: A practitioner refers to a person working in the technical profession.

Using Scrum for a practitioners' meeting

In Agile, a sprint is a period of time prescribed for a particular **phase** of a **project**.

Scrum ideals

- Sprints have a **fixed duration**.
- Sprint duration can vary from **2 weeks to 1 month**.
- These durations are estimated from a **backlog** of things to do.
- Scrums have **three roles**: product owner, scrum master, and development team.
- **No changes** are allowed to the plan once the **sprint starts**.



Preparing for the meeting

In order to **adequately prepare** for a practitioners' meeting, we need to:

1 **Plan the agenda**, decide the **order** and **timing** of the items and who will **introduce** each.

2 **Identify** which agenda items are for **information**, **discussion**, or a **decision**.

3 Be well **briefed** about each **item** and **actions** taken since the last meeting.

4 Ensure all necessary **background papers** are sent out with the agenda **beforehand**.

5 Check all relevant **practical arrangements** are made, e.g. room layout, visual aids, etc.

6 Arrive in **good time** before the meeting is due to start.

Chairing the meeting

Chairing a meeting is a **multi-faceted role**, with many **factors** needing to be addressed.

The roles of a Chairperson

- Set the **agenda** for the meeting.
- **Lead** the meeting.
- Maintain **order** at the meeting.
- Ensure the **conventions** of the meeting are being followed.
- Ensure **fairness** and **equality** at the meeting.
- **Approve** the formal **minutes of the meeting** and **confirm** they are a **truthful representation** of the events at the meeting.

Roles of the meeting Chair

In an effective meeting, the Chairperson has seven main roles. The first four are to **communicate** clearly, keep things **on track**, encourage **discussion**, and make **comparisons**.

Communicate

Start the meeting and **welcome** new members.

Address **absences** and **conflicts**.

Set the **objectives** and **agenda**.

Be **brief** when making a point.

Control

Set **time limits** and ensure time is used **effectively**.

Stick to the agenda.

Allow freedom of **expression**.

Ensure **quorum** and that proper **minutes** are taken.

Coax

Encourage **participation**.

Balance the discussion between **all members**.

Ask the **tough** and **awkward questions**.

Compare

Weigh up contributions **impartially**.

All points in favour should be **summarised against** all points not in favour.

Roles of the meeting Chair

The next three roles are to **clear up** any confusion, make **decisions**, and **guide** the group.

Clarify

Confirm everyone **understands** what is being discussed.

Summarise what is being discussed.

Decision-making

Ensure decisions are taken in the context of the group's **strategy** and that they are **recorded**, together with **who** is going to implement them.

Guide

Remember that above all the Chair is there to **guide** the meeting.

Steer members to work **harmoniously** and **purposefully** as a team.

Keep an eye on time.

Post-meeting follow-up

Summarise decisions taken and **action points** to be followed up, e.g. **who** is responsible, by **when**.

Agree on a **date** for the **next meeting**.

Agree what special **items** will be put on the agenda of the **next meeting** and what work needs to be **done** by **whom**.

Ensure that the **minutes** are **written up**, checked, and **sent out** in good time.

The Chair's responsibilities **do not end** at the **conclusion** of the meeting. They still need to conduct a **post-meeting follow-up**.

Mastering practitioners' meetings

Different types of meetings have **unique requirements** and demand specific **preparation strategies**.

The role of an effective Chair is **multi-faceted**, encompassing clear **communication**, agenda **control**, **decision-making**, and **guiding** the team to work harmoniously.

The impact of a well-run meeting is maximised through diligent **post-meeting follow-up**, including summary distribution and action item tracking.