

Leading Effective Meetings

Your Responses

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Consider your answers on the sliders above. Which issues are most common in your meetings? How is it impacting those who attend?

What is the basic information for my meeting? Include the name, location, date, start time, and end time. What is the targeted outcome of this meeting, and how does it advance our top priorities? Who should attend this meeting?

What will we do in the meeting to achieve the goal? (Discussion? Presentation? Demonstration? Brainstorming? Prototyping? Other?) Is this meeting justified? What equipment or materials do I need?

What is the most common issue preventing focus in your meetings?

What are some solutions to prevent or mitigate this issue?