Assessment 2: End-to-End Meeting Reflection

Meeting Type: Weekly Progress Review Meeting

1. Meeting Invitation & Scheduling

For this week, we scheduled our regular Progress Review Meeting to track how the Internship Management Portal project is moving forward. The main purpose of the meeting was to go over the work completed during the week, discuss any challenges we faced, and plan what needs to be done in the upcoming sprint.

Participants:

- Project Manager

- Development Team

The meeting was arranged through Microsoft Teams, and the invite included the agenda, meeting link, and a short note asking everyone to review their tasks before joining.

2. Meeting Agenda (Key Topics)

- Review of tasks completed during the previous week

- Demo of newly added features

- Discussion on issues

- Feedback and suggestions from project manager

- Assigning responsibilities and setting deadlines

3. Meeting Etiquette Followed

During the meeting, I made sure to follow proper etiquette to keep the discussion smooth and professional. I joined the meeting on time and kept my microphone muted whenever I wasn't speaking. I used the "Raise Hand" option before sharing my points and maintaining a respectful tone throughout. I avoided multitasking so I could stay fully focused. I also kept my camera on to stay engaged and took notes actively during the discussion.

4. Minutes of Meeting (MoM)

Decisions Made:

- The dashboard UI needs to be updated based on the manager's suggestions.

- Weekly stand-up meetings will be shortened to 20 minutes to improve efficiency.

5. Note-Taking Approach

For this meeting, I used a combination of manual note-taking and AI assistance. I wrote down the important points during the meeting, and afterward, I used AI to help organize the notes and convert them into a clear and structured MoM. This approach helped me ensure that nothing important was missed.

6. One Key Learning

One major learning from this meeting was how important clear communication is within a team. When everyone shares their updates in a structured and concise way, it becomes much easier to understand overall progress and make better decisions for the next steps.

Video Learning – Key Takeaways

Video 1: How to Run Effective Meetings

Link: https://youtu.be/7dFtYKnnrLE?si=Pd3baPJzmvT_uSFz

Key Takeaways:

1. Meetings should always have a clear purpose and expected outcomes.

2. A well-planned agenda helps keep the discussion focused.

3. Ending the meeting with clear action items ensures accountability.

Video 2: Meeting Etiquette Tips

Link: https://youtu.be/GAJV5hyrCD4?si=fSU84Dst1uf6aPQf

Key Takeaways:

1. Joining on time and being prepared shows professionalism.

2. Active listening and avoiding interruptions improve the quality of the meeting.

3. Using features like mute, chat, and raise hand helps maintain smooth communication in virtual meetings.

Video 3: How to Take Better Notes

Link: https://youtu.be/cST_Q5VpLRw?si=2aQ3CVvTA7dwRoWt

Key Takeaways:

1. Notes should focus on key points, decisions, and action items.

2. Using headings and bullet points makes notes easier to understand.

3. Reviewing notes soon after the meeting helps improve accuracy.