

# Team Meetings

Unit 3 Employability and Professional Development  
HND in Computing and Systems Development



# Learning outcome 1

- Be able to demonstrate acquired interpersonal and transferable skills
  - Effective communication: verbal and non-verbal eg awareness and use of body language, openness and responsiveness, formal and informal feedback to and from colleagues; IT as an effective communication medium; **team meetings**
  - Interpersonal skills: soft skills eg personal effectiveness, working with others, use of initiative, negotiating skills, assertiveness skills, social skills
  - Time management: prioritising workloads; setting work objectives; using time effectively; making and keeping appointments; reliable estimates of task time

# Assessment criteria

- 2.1 Communicate in a variety of styles and appropriate manner at various levels

Team meetings from web development will be used as one example of this for your assignment

- 2.2 Demonstrate effective time management strategies

# What makes a bad meeting?

- Not taking the meeting seriously
- Meetings are too long
- People wander off the topic
- Nothing happens once the meeting ends
- Meetings are always missing important information

# Not taking the meeting seriously

- People don't take meetings seriously. They arrive late, leave early, and spend most of their time doodling.
- "Meeting's over, let's get back to work" — is the mortal enemy of good meetings
- Make sure meetings are considered as productive work

# Meetings are too long

- Participants get tired
  - the average person can pay attention in a meeting for approximately 20 minutes before becoming fidgety
- Meetings are expensive
  - Number in meeting x salary x minutes
  - If 5 people are in a 1 hour meeting and they are on £20k per year, how much does the meeting cost?  
Assume:  
8 hour day, 5 day week, 20 days holiday,  
8 bank holidays
- Set a fixed time limit and stick to it

# People wander off the topic

- “In the real world, agendas are about as rare as the white rhino”
- Intel meeting rules
  - List the meeting's key topics
  - Say who will lead which parts of the discussion
  - Say how long each segment will take
  - Say what the expected outcomes are
  - State the decision making method
    - Authoritative – chair decides
    - consultative - discussion followed by chair decision
    - Voting
    - Consensus – all agree

# Nothing happens once the meeting ends

- People leave meetings with different views of what happened and what's supposed to happen next
- The capacity for misunderstanding is unlimited
- Don't just having a meeting, create a document – take notes, minutes, actions as the meeting progresses – use technology



# Meetings are always missing important information

- If you get the agenda early enough you can make sure
  - You have prepared your data
  - Checked it is available (use technology/projectors)
  - Thought out your view or position
  - Brought in the data to support your view or position

# What makes a good meeting?

- Planning – agenda, diary, participants, purpose
- Ground rules – length, decision process
- Location – facilities, atmosphere
- Involvement – all to participate
- Keep focussed – prioritise topics
- Don't cover too much – fixed times for topics
- Record the actions – set expectations
- Keep contact with team members – follow up actions

## Meeting etiquette

- <https://www.youtube.com/watch?v=5HAEK8cKZjs>
- What bad behaviour is being demonstrated?

# Bad meeting etiquette

- Arriving late
- Taking phone calls
- Checking emails
- Having side conversations
- Not taking notes
- Talking too much
- Interrupting others
- Not coming prepared
- Getting side-tracked
- Not speaking up

# Activity

- Plan your next web design team meeting
  - Agenda
  - Invitations
  - Acceptances
- Hold the meeting
  - I will observe
  - 3 meetings required, different chair and minute taker for each (so everyone performs 3 roles)
  - Produce the resulting documentation

# Witness statement

ACTIVITY	✓	ACTIVITY	✓
Participants welcomed		Meeting introduced	
Agenda followed		Kept to time	
Notes taken		Use of technology	
Proper etiquette		Actively involved	
Arrived prepared		Relevant resources available	
All topics covered		Decisions made	
Actions allocated		Dates (actions, next meeting)	