ITS Capstone Projects

Professional Meetings

Meetings with your unit mentor, your project sponsor, discussions with project stakeholders and your own team meetings are examples of meetings you'll have to participate in and run.   So,

Research:

(a) Meetings are an instance of communication and of knowledge-transfer and decision making so use google scholar, the UC library online to hunt up texts that cover these big topics (e.g. Stephen W. Littlejohn, Karen A. Foss (2010) *Theories of Human Communication* Tenth Edition)

(b) Scan the web for professional practice sites about what makes a good meetings (e.g.

- Project Management Hacks. 2015. *7 Tips to More Productive Meetings*. [online] Available at: <http://projectmanagementhacks.com/meeting-tips/ Links to an external site.> [Accessed 13 April 2021].
- Balle, L., n.d. *Rules on How to Conduct a Business Meeting*. [online] Small Business - Chron.com. Available at: <https://smallbusiness.chron.com/rules-conduct-business-meeting-1395.html> Links to an external site.[Accessed 13 April 2021].

Observe

You have already been in a bunch of meetings, what did you see?

Now, you will have to run some meetings, meetings with mentor, sponsor, stakeholders, and don't forget your own team meetings. So take the meeting with a sponsor as an example:

Strategise:

How does the sponsor meeting fit - what role does it play?

- How will the world be a little better after the visit?
- Who are the stakeholders - you, your team, your sponsor. Is anyone else going to be involved? What are their interests; what's in it for them?
- How will you tell if the visit has met its aims?

Plan/design:

Work out a sort of meeting script that will cover the topics in a logical order:

- Determine the materials you'll provide – early thoughts, progress reports in further meetings, background of the topics for discussion.
- Work out what you need to achieve from the meeting – what information you want to provide, and what information you require from the sponsor/other participants.
- Plan the logistics - place, time, security and access, parking, presentation equipment, water, or whatever
- Make sure everyone has mobile numbers in case of problems.

Develop/test:

Prepare all the necessary materials and walk through the meeting in situ.

Act:

Contact each participant, send agenda and materials, put meeting into their diaries.

- Meet and greet on the day - see the hints from your research (above)
- Stick to the allocated time – don't be late and don't run over time.

Follow-up and review:

- Write up notes of the meeting, decisions and actions allocated to specific people. Send the participants a short note of thanks for their time and their input, and ask for corrections to the notes you have taken.
- Do some meaningful evaluation of whether the big picture has improved and
- Specify what you'll do better next time (e.g. in your weekly reflection)