

# M5.B2: Assignment: Social Media 3

Name: Sahil Mahendra Mody

CWID: 20007262

- 1) URL - <https://www.scrum.org/resources/blog/how-fix-cycle-ineffective-meetings-and-events-better-facilitation>
- 2) Description:

**Title: How ineffective meetings can be improvised**

A lot of people struggle to pay attention during a meeting and this problem increases if it is an online meeting. This article offers suggestions for breaking the cycle of ineffective meetings.

**Ways to improve meetings are:**

- **Have a clear goal** - It is critical to understand why we do and what we do. One should have a clear why and a goal in order to perform a specific activity with a clear state of mind.
- **Maintain focus on outcomes** - It is critical to maintain focus on outcomes so that we know what we want to achieve and what work we need to do to get there.
- **Facilitate the process, not the content** - To effectively facilitate, the facilitator must be aware of the surroundings as well as the interpersonal dynamics within the team.
- **Drive to decision** - In order to effectively facilitate, time must be managed carefully, repetition should be avoided, and specifics and next steps must be promoted so that decisions can be made on time.
- **Ensuring participation** - It is critical to ensure that each member of the team has the opportunity to share their thoughts on a given topic.

The above pointers must be implemented in order to improve meetings and, as a result, productivity.

### 3) Recommendation:

Yes, I would recommend reading this article to understand the importance of meetings as it covers loopholes in meetings which can be improvised and it states real life examples giving a clear understanding of the article.