

Project Title: Meeting Efficiency and Effectiveness

Participants: Scott Gatzemeier, Ramakrishna Rangavajjula, Naga Chandrasekaran

Project Concept:

Collaboration has a significant value by which it enables organizations to achieve their goals. In any organization, all jobs are dependent on cross-functional teams of individuals coming together to address the challenge they face collectively. Besides, collaboration spurs innovation. Such collaboration happens in various settings (examples include one-to-one discussion, brainstorming sessions, team discussions, ad-hoc meetings, structured updates) pursued by different organizations and individuals. All these forums are focused on bringing people together to share their ideas and solve problems. In the post-COVID-19 pandemic effect, even an informal talk is a zoom meeting. There is an increasing number of meetings that occupy our calendars. While these meetings are essential, an overwhelming number of them can be energy-draining and prevent individuals from analyzing time. Again, not all meetings have to be efficient and effective. Conferences are a means to an end, helping individuals achieve assigned goals. One has to wonder if the sessions are efficient and enable us to achieve our goals. Besides, managers and individuals prioritize how they spend their time on topics to get their valuable time slots. This project aims to provide visualizations that help individuals and managers achieve the goal of understanding how their and their team's time is spent during a workday and how it can be streamlined to better their chances of success.

Purpose of Visualization:

Our objective is to provide users with various visualizations that help determine how and where their time is spent. Based on the visualizations, users should be able to decide on the following:

1. No. of meetings held in a week (collaboration time vs. thinking time), and at what time are the meetings held?
2. What types of meetings are people attending, and what are they spending time on in them?
3. Who are their primary collaborators?
4. In case the data supports, then assess if meeting time is aligned with business priorities and helps them achieve their goals?
5. Determine the efficacy of the meetings?
6. To help managers determine the usage of team resources?

Data Source:

We are expecting to collect data from two different sources:

1. Masked company data, which is Microsoft Outlook meeting information from several users
2. Generalized data from Microsoft (Source: Fereshteh). This dataset contains information from 288,042 special meetings from a mock organization. We will leverage several exciting features for insights and visualizations. Some of the key features are:

| <u>Feature</u> | <u>Type</u> | <u>Potential Value</u> |
|-----------------------------|--------------------|-------------------------------|
| meetingid | object | Unique identifier |
| StartDate | object | Time trending |
| Total_meeting_cost | float64 | Meeting cost |
| Emails_sent_during_meetings | int64 | Engagement/Distractions |
| Attendees_multitasking | int64 | Engagement/Distractions |
| Attendees | int64 | Org Time in meetings |
| Attendee_meeting_hours | float64 | Time spent in meetings |
| Organizer_Region | object | Geographical comparisons |
| Organizer_Organization | object | Team comparison |
| Organizer_TimeZone | object | Meetings outside 8-5 |
| Organizer_IsInternal | bool | Outside org meetings |
| DurationHours | float64 | Time spent in meetings |
| Subject | object | Keyword parsing for topics |
| MeetingResources | object | Conference room size |

We will ask a series of questions and categorize the data accordingly for users to gain insights.

Sample Questions by Category:

1. Features:

- What is the time spent by individuals in meetings?
- Do they attend several meetings, and do they have conflicts?
- What's the typical meeting size?
- What's the meeting time?
- What's the meeting region?
- What were the departments and Meeting types?
- Were the attendees Internal or External (customer, vendor, etc.)?
- Was the meeting topic aligned with crucial business deliverables

a. Meeting Type Examples:

Technology related meetings including project updates, decision meetings, business process meetings, brainstorming sessions, learning sessions, strategy sessions, roadmap meetings

· People related meetings, including staff meetings, HR meetings, department and company updates, one on one

· Internal and external customers and partners

2. Meeting Efficiency :

- Did the meeting have a prompt attendance, start and end time?
- What was the Number of invitees vs. the Number of attendees?
- Were there any distractions during the meetings (emails, texts)?

3. Meeting Effectiveness:

- Was a plan in place, were actions recorded, meeting notes sent out, activities tracked to completion, decisions made?

4. Tasks:

- Are the meetings efficient and effective?
- Are the meetings helping drive the accomplishment of business goals?
- Is the collaboration network appropriate?

Users:

The visualization tool's users will comprise three categories mentioned below. The tool will help people understand how their and their team's time is spent and will provide efficacy metrics:

1. Human Resources & Corporate officers
2. Leaders
3. Team members

Example Insights:

Add some example graphs

<https://blog.lucidmeetings.com/blog/6-meeting-metrics-to-collect-in-every-meeting-you-run>

<https://docs.microsoft.com/en-us/workplace-analytics/tutorials/power-bi-collab-assess>



