

The background of the slide features a series of grey silhouettes of people sitting in office chairs, arranged in a way that suggests a meeting or collaborative work environment. The silhouettes are positioned behind the main title and other text elements.

# Meeting Insights

W209 Midterm Presentation

March, 2021

Authors: Naga Chandrasekaran, Scott Gatzemeier, and Rama Rangavajjula

# Agenda to be deleted

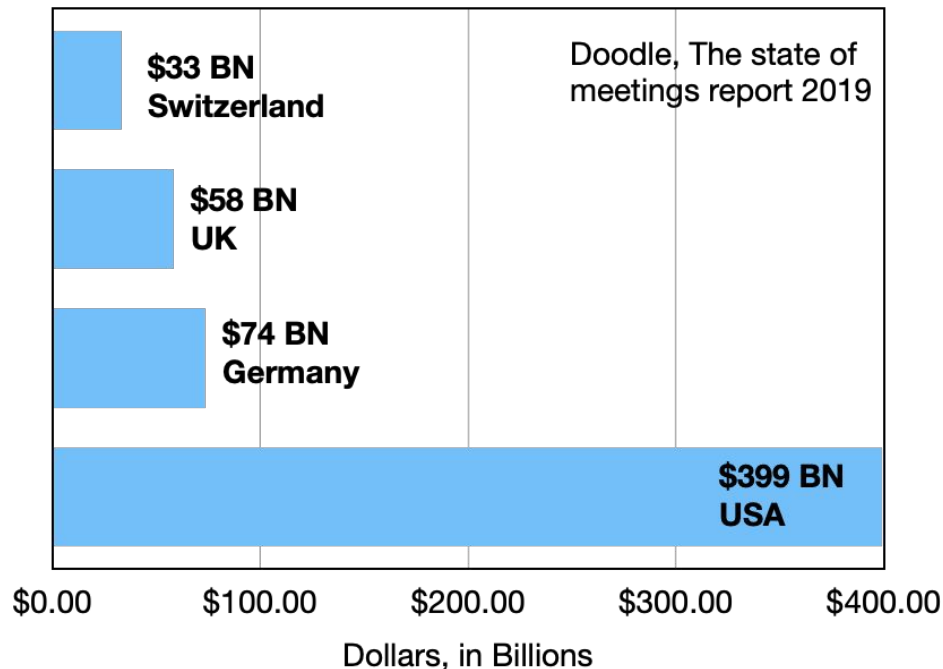
- Domain
- Users
- Tasks
- Data
- Iterations of Design
- Experimenting with the Data
- Current Dashboard
- Testing Plan
- Questions and Feedback

# Introduction

According to HBR Survey of 182 senior managers across industries:

*65% said meetings keep them from completing their own work. 71% said meetings are unproductive and inefficient. 64% said meetings come at the expense of deep thinking. 62% said meetings miss opportunities to bring the team closer together.*

Consequences of Poorly Organized Meetings



# Domain

- Analyze and manage corporate meeting efficiency
  - Corporations, Global Organizations
  - Meeting and interaction heavy organizations
- Select organization functions and hierarchy
  - Functional organizations
  - Meeting organizer levels
- Analyze efficiency, culture, and effectiveness
  - Reflective of meeting analysis
- Compare across organization

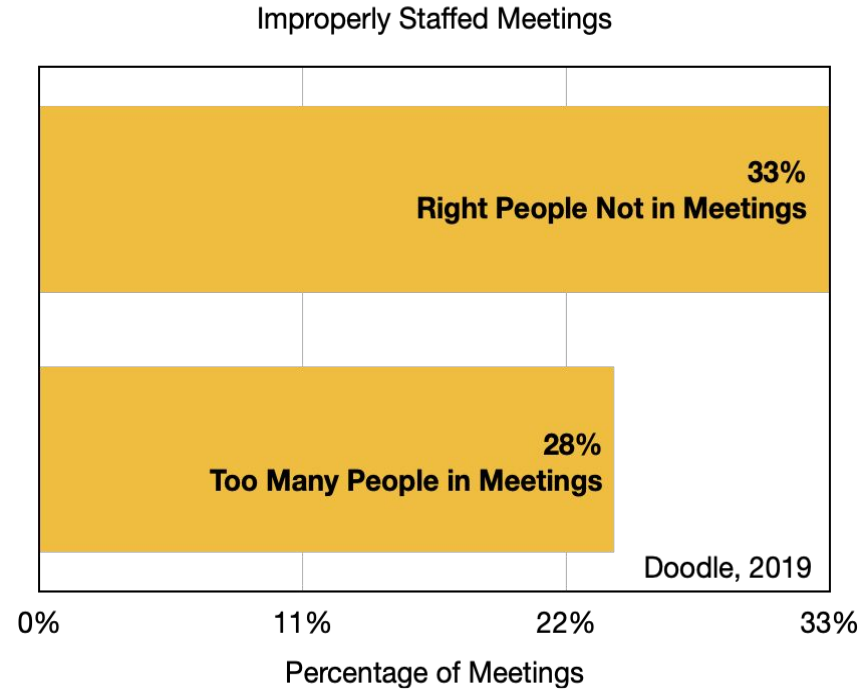


# Users

- The visualization tool's users will comprise three categories:
  - Human Resources
  - Corporate Officers and Leaders
  - Team members
    - Understand workforce efficiency, Org. culture, and engagement
    - Team member understanding of opportunities
    - The tool will help people understand how their and their team's time is spent and will provide efficacy metrics

# Tasks

- Are the meetings effective?
  - Aggregate and review meeting duration
  - Level of distraction during meetings
    - Emails
    - Multitasking
  - Number of invitees and attendees
- Search and filter by organization metrics
  - Aggregate results and rank
  - Assess meeting effectiveness

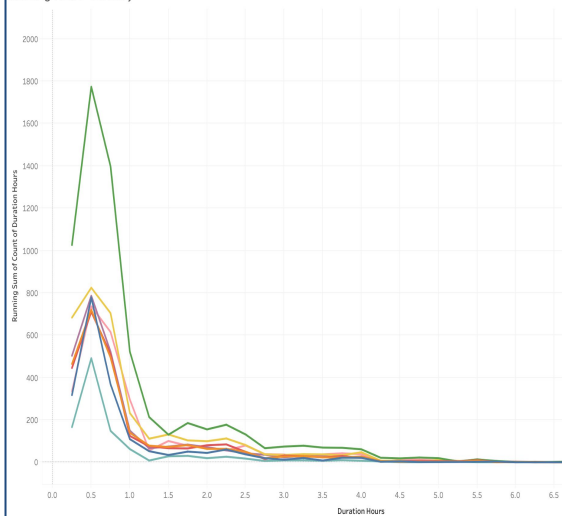


# Tasks

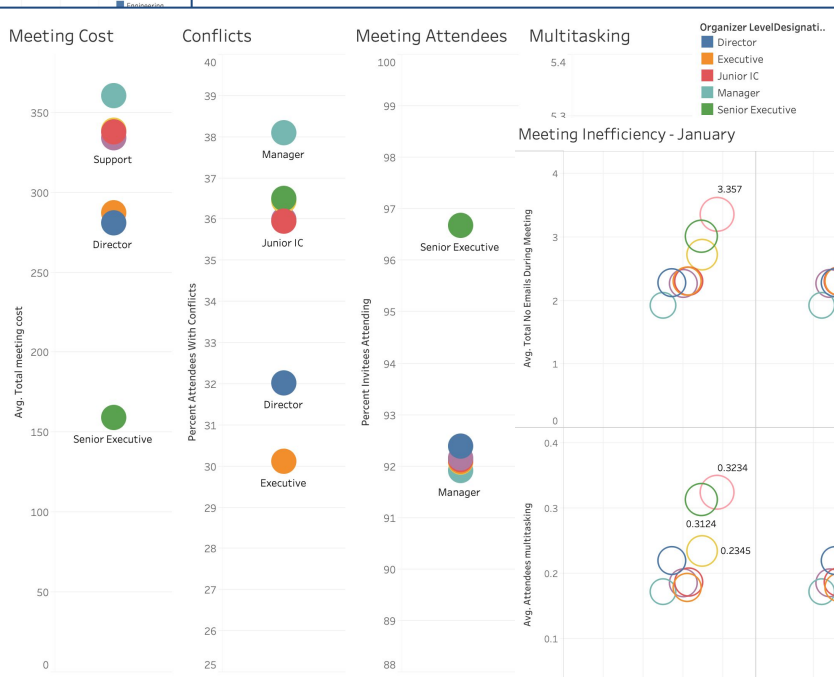
- Are the meetings affecting work-life balance of employees?
  - Time of meetings during workday and workweek
  - Specific trends during the year, including holidays
  - Trends for organizations by function and organizer level
  - Provide interactive charts, heat maps, and animation views
- Financial impact of meetings
  - Cost of meetings by duration hour, organizer function, and level
  - Redundant attendees and total redundant hours
  - Provide aggregate, filter capability

# Meeting Effectiveness - Examples

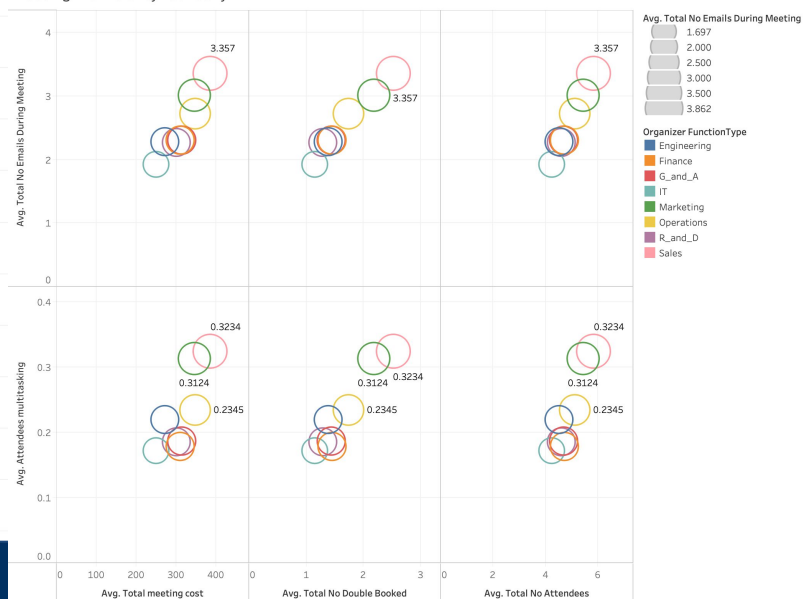
Meeting Hours - January



The trend of Burning Sum of Count of Duration Hours for Duration Hours. Color shows details about Organizer FunctionType. The view is filtered on Duration Hours, which ranges from



Meeting Inefficiency - January



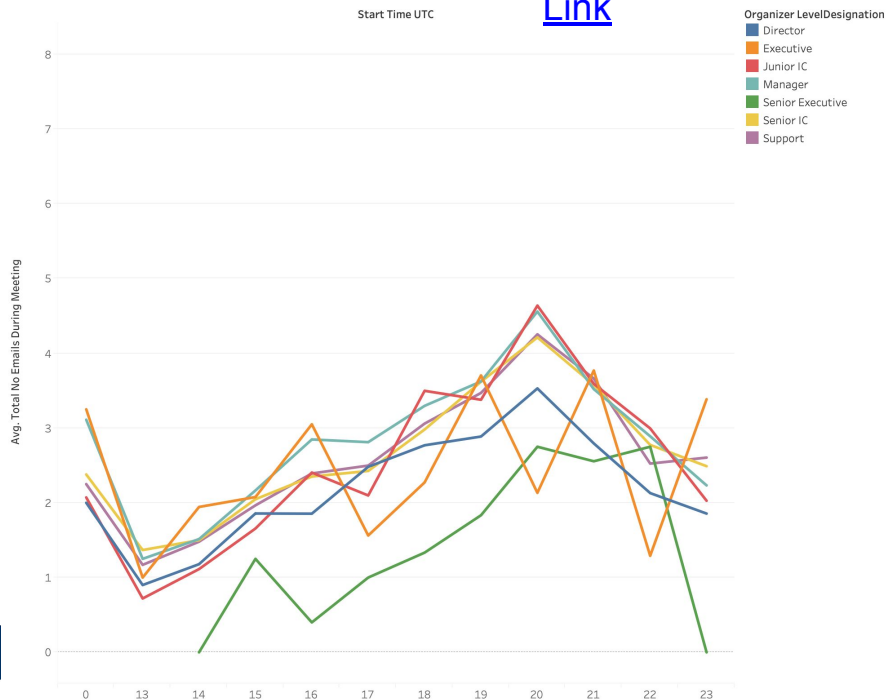
Average of Total meeting cost, average of Total No Double Booked and average of Total No Attendees vs. average of Total No Emails During Meeting and average of Attendees multitasking. Color shows details about Organizer FunctionType. Size shows average of Total No Emails During Meeting.



# Meeting Effectiveness - Examples

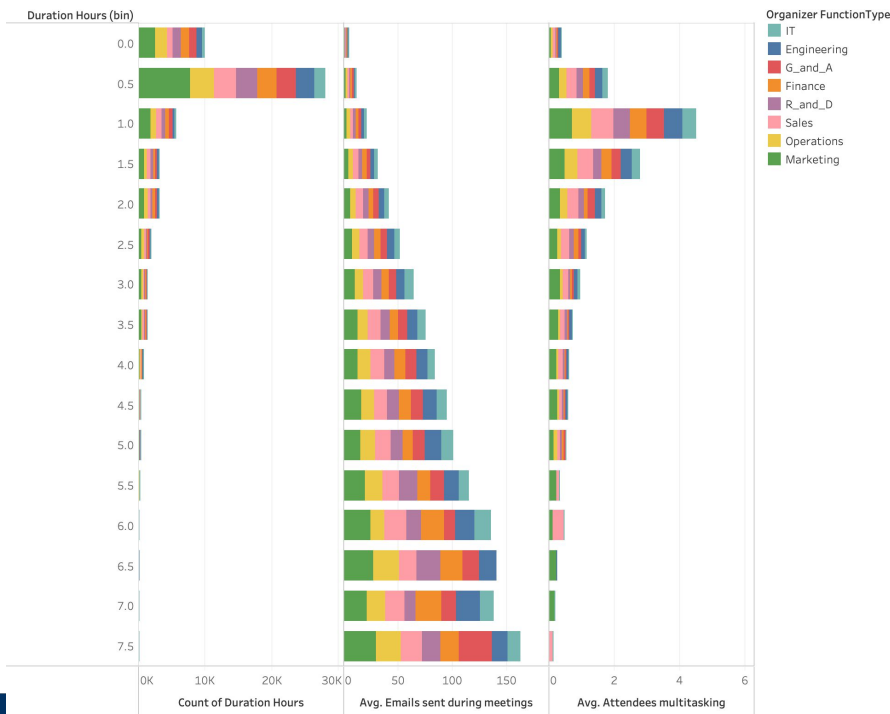
Sheet 13 - March

[Link](#)



The trend of average of Total No Emails During Meeting for Start Time UTC Hour. Color shows details about Organizer LevelDesignation. The data is filtered on Organizer FunctionType, which keeps 8 of 8 members. The view is filtered on Organizer LevelDesignation, which keeps 7 of 7 members.

Hours Bin - Monday



Count of Duration Hours, average of Emails sent during meetings and average of Attendees multitasking for each Duration Hours (bin). Color shows details about Organizer FunctionType. The data is filtered on Organizer SupervisorIndicator, which keeps IC, Mgr and Mgr+.

# Data Overview

- The meeting dataset was provided to us by the W-209 course instructor
- It comprises of over 288K observations and has 39 feature variables
- The dataset contains information about meetings in the following categories:
  - 
  - Meeting Facts
    - Start Date/Time
    - End Date/Time
    - Meeting Duration Time
    - Meeting Cost
    - Meeting Conference Room

# Data Overview

- Participant Facts
  - No. Invitees
  - No. Attendees
- Attendee Productivity
  - Emails sent during meeting
  - Multi Tasking
  - Redundant Attendees
  - Conflicts
  - Meeting Hours

# Data Overview

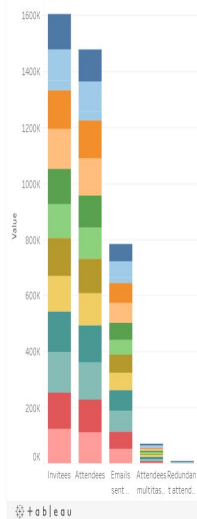
- Organizer Facts
  - Functional Type (Finance, Marketing etc.)
  - Level/Designation
  - Hire Dates
  - Supervisor
  - No. Direct reports

# Data Issues

- Start/End Time in UTC, denying timezone analysis
- Many attributes had only a single value therefore denying any meaningful analysis e.g. Organizer Domain, Region, TimeZone, Hourly Rate, Internal Flag etc.
- Few attributes had unclear definition therefore were dropped from any analysis e.g. Organizational Layer, Subject
- Redundant Feature Variables e.g. two attributes provide the same info. for emails during meeting, conflicts, No. attendees
- The Invitees and Attendees were not named, therefore denying deeper analysis

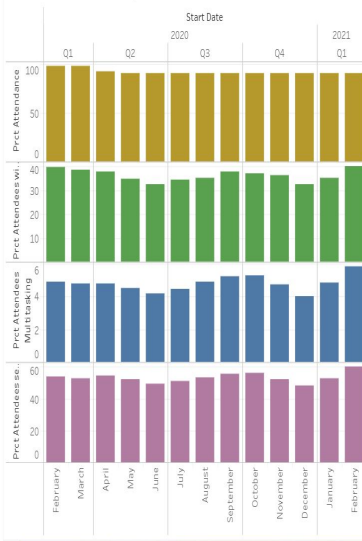
# Experimenting with the Data

Attendance Metrics Stacked Chart

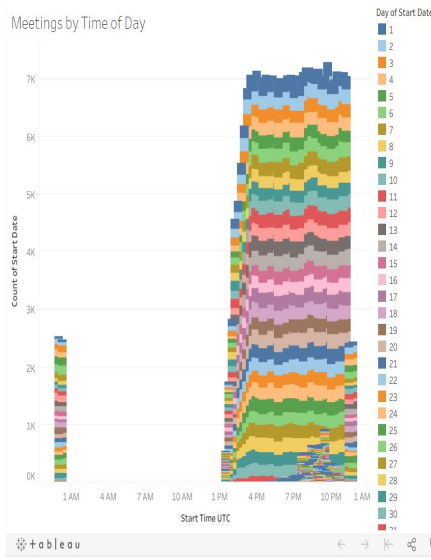


Month of Start Date  
January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

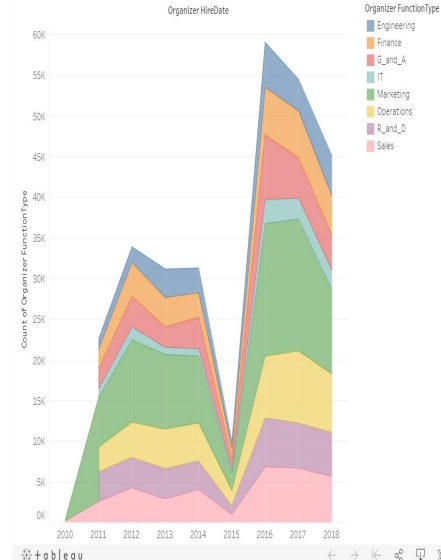
Attendee Productivity



Meetings by Time of Day



Organizer HireDate



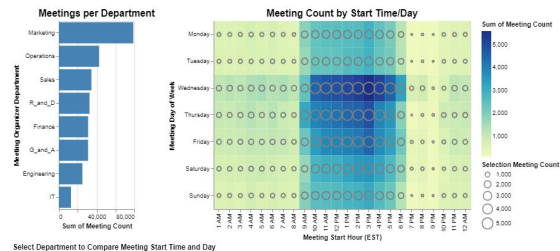
# Iterations of Design

- Tools: Leveraging Altair and Tableau
- Variables to include in visualizations:
  - Meeting Organizer
  - Organizer Time of Service
  - Organizer Level
  - Meeting Cost
  - Meeting Duration
  - Organization Department
  - Temporal Data: Date, Day of Week, Time (time zones)
  - Meeting Subject – used to determine reoccurring
  - Attendees Multitasking and Emails sent during meeting

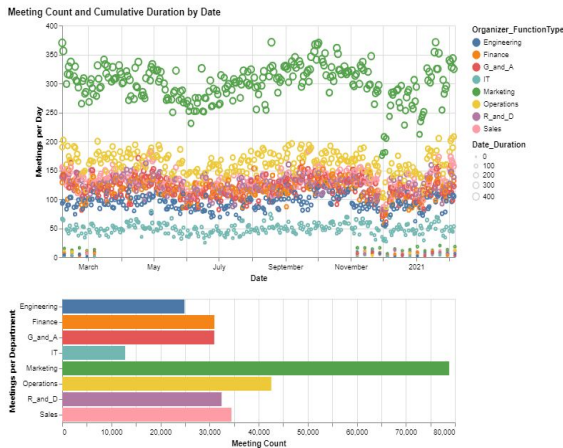
# Current Dashboard

## Meeting Schedule Interactive Charts

See how your organizations are collaborating across the globe and optimize thier collaboration time.

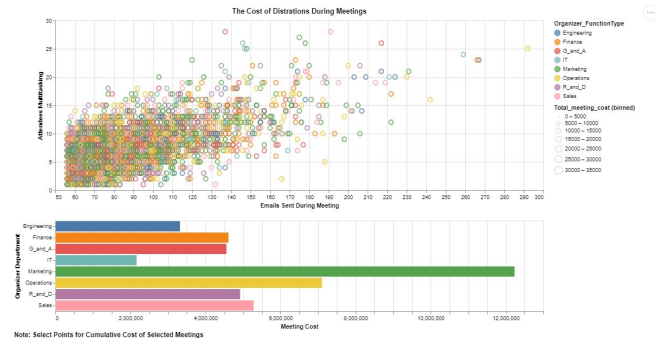


## Meeting Trends



## Meeting Distractions

Do you know if your team members are focused on your business deliverables during meetings?



Web Site Demo: [Link](#)



# User Testing Plan

- Test Subjects
  - 3–5 MIDS Students and coworkers
  - Plan to have W209 students and other
- Delivery
  - Recorded Zoom Meeting
  - Leverage ISVC Demo Site
  - Step 1: Guided Overview of Dashboard
  - Step 2: Specific Tasks asked to complete
    - Report the department and cost of highest distraction meeting
    - What is the most disruptive department for collaboration times
    - What was Marketing Meeting Cost for the month of Sept 2020
  - Step 3: MoSCoW Survey
    - Must Have, Should be, Could have, Will not have

# Questions and Feedback

- Scott Gatzemeier
  - E-mail: [sngatzemeier@ischool.berkeley.edu](mailto:sngatzemeier@ischool.berkeley.edu)
  - Slack: @Gatz
- Naga Chandrasekeran
  - Email: [nagachandra@ischool.berkeley.edu](mailto:nagachandra@ischool.berkeley.edu)
  - Slack: @Naga Chandrasekaran
- Rama Rangavajjala
  - E-mail: [rrangava@ischool.berkeley.edu](mailto:rrangava@ischool.berkeley.edu)
  - Slack: @Rama