

Meeting tutorial

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Overview: communication, part 2

- Now that we use groupware, why meet?
- Types of meetings
- Meeting roles
- Preparing a meeting
- Conducting a meeting
- Recording a meeting
- Questions?

- First team meeting

Now that we use groupware, why meet?

What is a meeting?

“A meeting is a gathering where people speak up, say nothing, then all disagree.”

Disadvantages of face to face meetings:

- Low bandwidth
- Difficulty to schedule
- High cost
- Difficulty to stay awake

Why meet?

Nonverbal communication is essential...

- to understand,
- to negotiate,
- to convince,
- to motivate,
- to make decisions, and
- to move on.

Types of meetings in TRAMP

Team status (weekly)

- Status of each team member
- Decisions on open issues
- Plan for subsequent week

Project status (weekly)

- Same as for team status at the project level

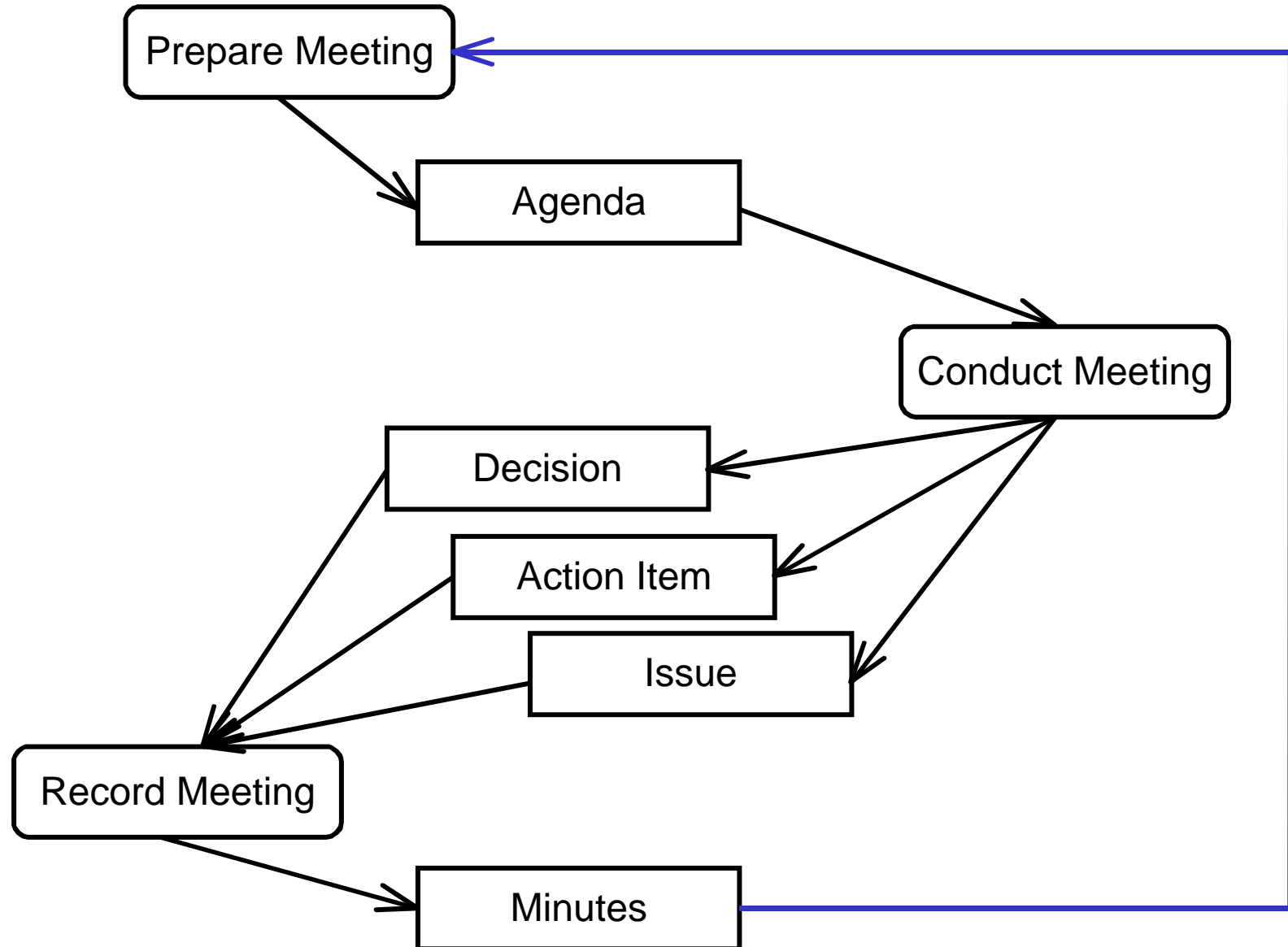
Project/client review (~monthly)

- Review of deliverable (e.g., *RAD*, *SDD*, *ODD*)
- Formal presentations by teams

Meeting roles

- Facilitator
 - Prepares the agenda
 - Interrupts people who talk too much
 - Gives floor to people who don't talk enough
 - Uses agenda to focus the meeting and reach decisions
- Minute taker
 - Records the discussion
 - Keeps track of decisions and actions items
- Time keeper
 - Reminds meeting participants of passing time
 - Allows facilitator to make the discussion progress

Meeting process



Prepare meeting

- Primary facilitator writes an agenda
 1. Purpose
 2. Desired outcome
 3. Status items
 4. Discussion items
- Facilitator posts agenda 24 before meeting.
- Members post feedback on agenda.
- Facilitator revises agenda.

Prepare meeting: Example agenda (1)

When and Where

Date: Oct 22, 2001

Start: 13:00

End: 14:30

Location: 0240

Roles

Facilitator: Allen

Minute taker: Oliver

Time keeper: Asa

Meeting name: First team meeting

Prepare meeting: Example agenda (2)

1. Purpose

- Become familiar with project management roles for a medium-scale project with a 2-level management hierarchy.

2. Desired outcome

- Members know the difference between role and person
- Roles are assigned
- Regular meeting time & place is decided

3. Status

- Introduction of team members





4. Discussion

- Schedule regular meeting time & place
- Assign meeting roles (facilitator, minute taker, time keeper)
- Assign team roles (toolsmith, webmaster, document editor)

Prepare meeting: post agenda

Netscape: PAID2 Off Topic Testing: Agenda for 10.11.98

discussion
agenda

Submitted by Allen Dutoit on 11.11 at 13:43 Category or enter new: Public

Key Particulars	Key Roles
Name of Meeting: <input type="text" value="Ignore this"/>	Primary Facilitator: <input type="text" value="Allen Dutoit"/>
Date of Meeting: <input type="text" value="10.11.98"/>	Secondary Facilitators: <input type="text" value="All"/>
Start Time: <input type="text" value="12:00"/>	Timekeeper: <input type="text" value="TBD"/>
Location: <input type="text" value="here"/>	Minute Taker: <input type="text" value="TBD"/>

Do **not** send notice again

Send notice to:

Please select the groups and/or individuals you want to notify

Purpose of the Meeting

Desired Outcome

Members know and practice efficient meeting skills

Conduct meeting

Agenda is frozen when the meeting starts

Status

- Round table, each member has 1 min to describe his status
- Information sharing items

Discussion

- Issues are negotiated and resolved, one at a time
- Resolving an issue will generate action items

Wrap up

- Minute taker recaps actions items
- Members criticize the meeting

Conduct meeting: heuristics

- Listen actively
 - Don't pick a fight if you do not disagree
- Participate actively
 - Say what you think now, later will be too late
- Be punctual
- Be willing to compromise
- Share responsibility
- Check process and ground rules

Record meeting

Minute taker records the meetings including:

- *Status items*
- *Issues* that were discussed
- *Proposals* addressing the issues (including the discarded ones)
- *Arguments* for and against each proposal
- *Resolutions* of each issues
- *Action items* implementing resolutions

Minute taker posts the minutes as a response to the meeting agenda within 24 hours of the meeting

What's next?

Today:

- Set a time for your team meeting with your team members and your coach.

This week:

- First team meeting
- Your coach is the facilitator
- A student is the minute taker
- Roles should be decided for rest of project
- Coach provides feedback on minutes

Next week:

- Second team meeting
- A student facilitates
- Coach provides feedback on agenda