

EFFECTIVE MEETINGS

Effective meetings serve a clear purpose

For example: decisions, project progress, or culture building. Optimize structure for each. Prepare, own the process, and value shared culture. Prioritize pre-work, clear agendas, right attendees, and async communication where possible. Recurring meetings need an expiry date to avoid becoming unproductive status updates. Embrace the power of focused, well-run meetings to boost productivity and team spirit.

The effective meeting checklist

- Did We Make the Required Decisions?

- Do All Attendees Have Their Assigned "To-Do"s with Due Dates?

- Did We Assign a Clear Follow Up-per?

- Do We Have Notes on Decisions and "To-Do"s?

- Did We Honor our Shared Culture in the Meeting?

Kick-Off Meeting Essentials

Key topics to ensure you start with a bang!



Introductions

A chance to meet new team members



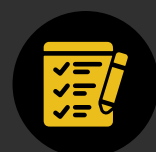
Project Objectives

Illustrate the objectives so the team understand



Project Plan

Highlight milestones and key deliverables



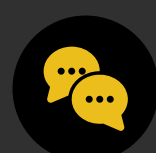
Project Scope

List key requirements, assumptions and exclusions



Roles & Responsibilities

Present a RACI matrix so RER's are clear



Communication Plan

Cover communication channels and requirements

Why Have a Meeting (W.H.A.M.)



Daily Stand Up Meetings

Structure to ensure maximum efficiency.

Key Daily Questions

- What did you do yesterday?
- What are you doing today?
- What blockers are you facing?



Team Presence

Ensure the full team is present



Duration and Time

Limit to 15 minutes, same time each day



Scrum Master

Facilitate meeting via a scrum master



Location

Same location for every meeting