



Meeting Handbook



Why the Handbook?



Time is our scarcest resource



Speed is our #1 competitive advantage

We commit together to these rules, to ensure that meetings are efficient, foster quality discussion, and lead to actions and decisions.

How we Collaborate?

Lean Meetings, Big Impact

- 1** Invited: Only the core crew
- 2** Materials: Sent ahead, pre-read
- 3** Content: Discussion to decision
- 4** Start time: 5 minutes early
- 5** End time: ASAP! Never later than planned
- 6** After , send Action Items and track them

Pre-Meeting Checklist



Materials:

- **Self-explanatory and brief**

Enable participants to come prepared to discuss.

Write the materials to minimize presentation time during the meeting.

- **Action oriented**

For each dilemma or challenge you face, flash out all the facts relevant for taking a decision, and suggest several solutions.

- **Sent on time**

24 hours in advance or more.



Logistics:

- **Send invites, be selective**

Only invite those who are really necessary for the discussion.

- **Book a room**

Add video conference link to the invite



Preparation:

- **Come prepared to discuss**

Read the materials, think about solutions.

Your Meeting Agenda

1 Goals

- What is the **expected outcome** of the meeting?
- What **decisions** should be made?

2 Action oriented

- Who was in charge?
- What was the **deadline**?
- What is the **status**?

3 Content

- What do you want to **teach / update / share**?
- Keep it short and sweet. Focus on results, learnings, ideas. If it is obvious don't spend time reading through it.

4 Discussion

- Frame the discussion to **help achieve the meeting's goals**.
- Make sure everyone get a chance to say their opinion about the decisions to be made.

5 Summary

- Final comments, then summary by meeting leader: **decisions** and **action items**. Take notes and write down action items.

During The Meeting

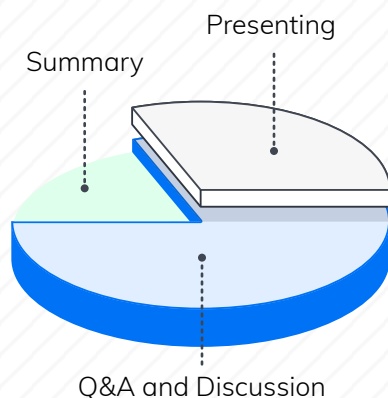
Meeting Owner:

- Come 5 minutes early, make sure remotes are on, can hear you and see the screen.
- Keep most of the time for discussion, only review a slide if necessary.
- Aim to finish 5 minutes early.
- Make sure to accomplish the meeting's goals

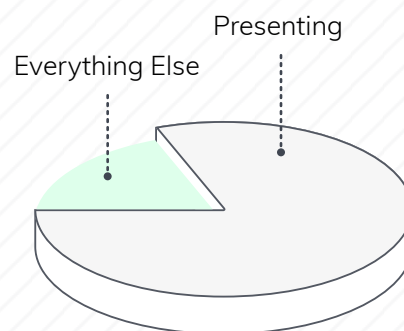
Participants:

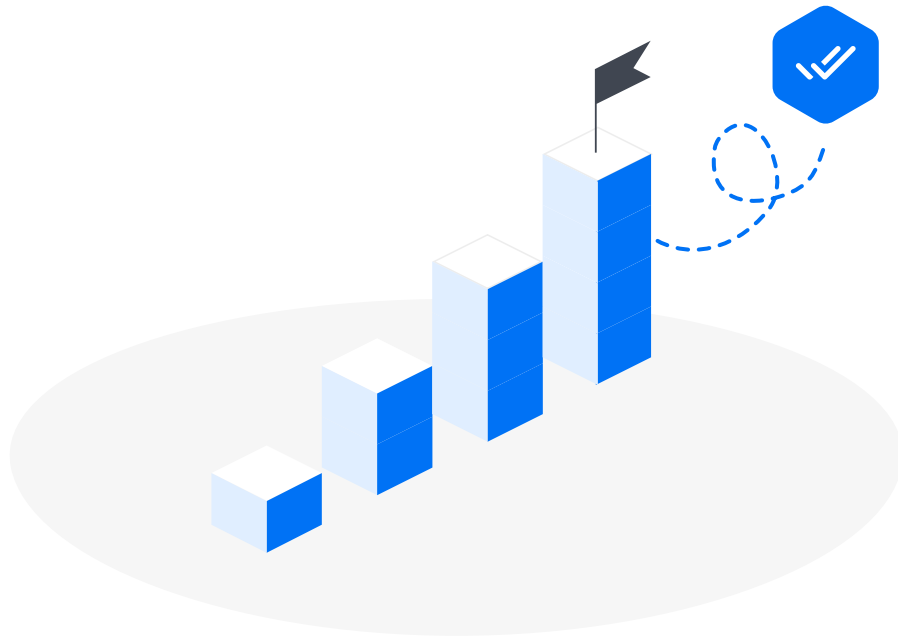
- No such thing as a dumb idea. Share your opinion, show us what we might be missing, and propose alternatives.
- Respect the process. Avoid questions on things that you could have learned from the prep materials, or parts of the discussion that you've missed.
- Save time. If it doesn't need everyone's attention or won't promote meeting goals, avoid it.
- Don't be distracted, use electronics for note taking only.

Good Time Management



Bad Time Management





When it's Over:

Follow up fast:

Email participants by EOD: decisions and action items

Track decisions and action items:

Add to JIRA or any other system used by your group