

MEETING HANDBOOK

**MICRO
WEATHER**

**GLOBAL
COVERAGE**

72° @ 0.4in/h

74° @ 0.1in/h

35° @ 0.2in/h

57° @ 0.9in/h

52° @ 0.8in/h





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

- I. Invited: Only the core crew
- II. Materials: Sent ahead, pre-read
- III. Content: Discussion to decision
- IV. Start time: 5 minutes early
- V. End time: ASAP! Never later than planned
- VI. After, send Action Items and track them



IS A MEETING NEEDED?

SHOULD YOU CALL THAT MEETING?



WENDY MACNAUGHTON
for TED.COM

PRE-MEETING CHECKLIST

MATERIALS:

- I. **Self-explanatory and brief**
Enable participants to come prepared to discuss.
Write the materials to minimize presentation time during the meeting.
- II. **Action oriented**
For each dilemma or challenge you face, flash out all the facts relevant for taking a decision, and suggest several solutions.
- III. **Sent on time**
24 hours in advance or more.

LOGISTICS:

- I. **Send invites, be selective**
Only invite those who are really necessary for the discussion.
- II. **Book a room, add video conference link to the invite**

PREPARATION:

- I. **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 Items From Last Meeting

- 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

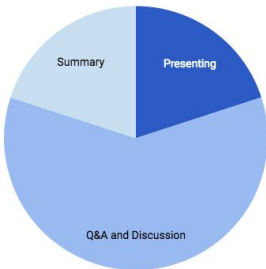
Meeting Owner: Runs the Show

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



Good Time Management

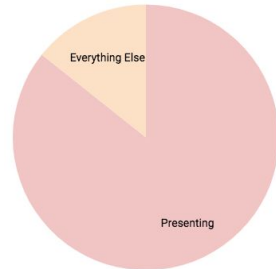
Participants: Attend to Engage

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.



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