



# Meeting Handbook

 climacell

# 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

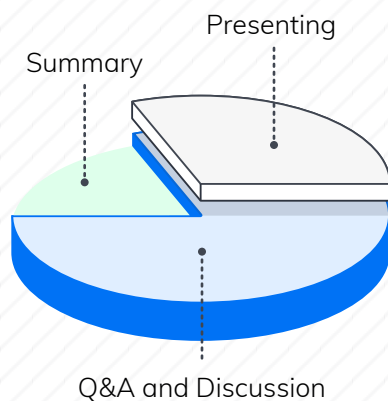
## Meeting Owner:

- 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

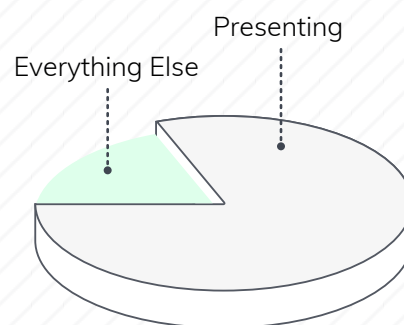
## Participants:

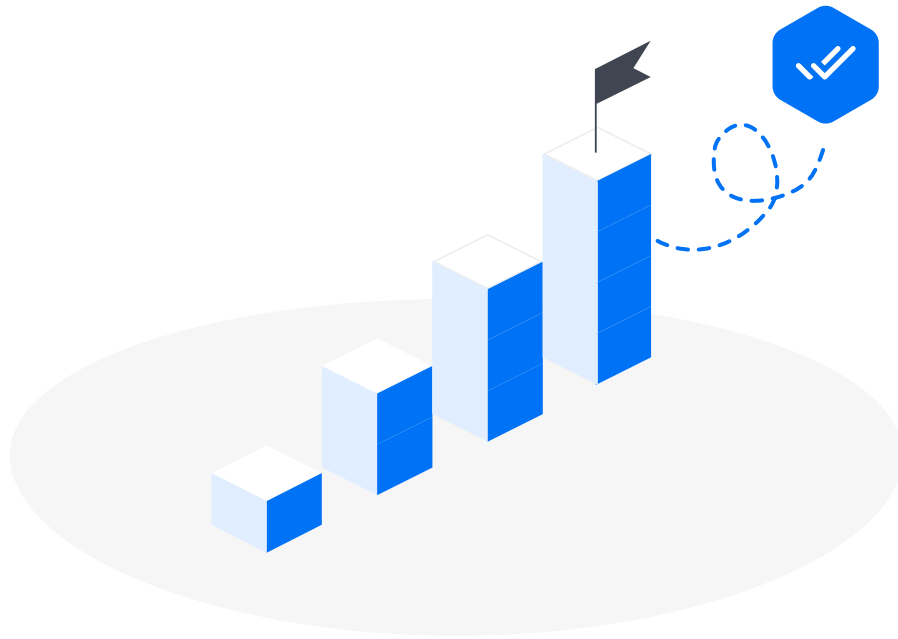
- No such thing as a dumb idea. Share your opinion, show us what we might be missing, and propose alternatives.
- Respect the process. Avoid questions on things that you could have learned from the prep materials, or parts of the discussion that you've missed.
- Save time. If it doesn't need everyone's 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