The Future of Work: Using AI to Reduce Meeting Fatigue

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Introductions

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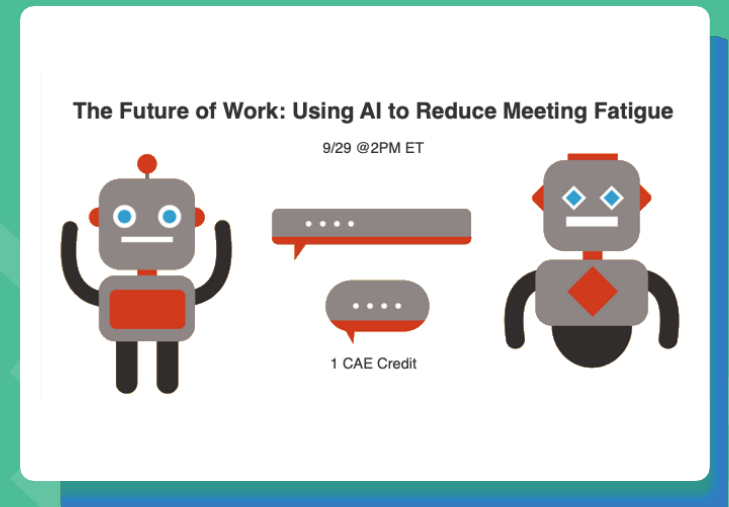FUSE Search Co-Founder
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Agenda

- **Define & Explore a "Meaningful Meeting Mindset"**

- **How AI Can Help You Cull Data**

- **How AI Reduces Meetings and Sparks Meaningful Interactions**

- **Questions?**

The Future of Work: Using AI to Reduce Meeting Fatigue

9/29 @2PM ET

1 CAE Credit
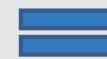
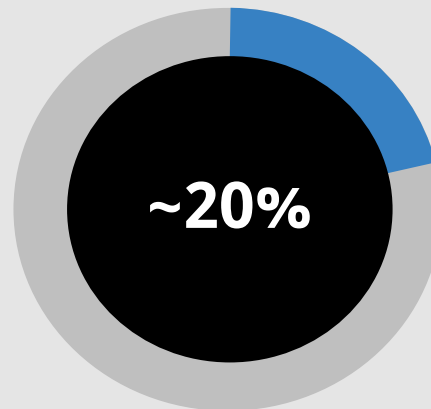© achurch CONSULTING

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Poll
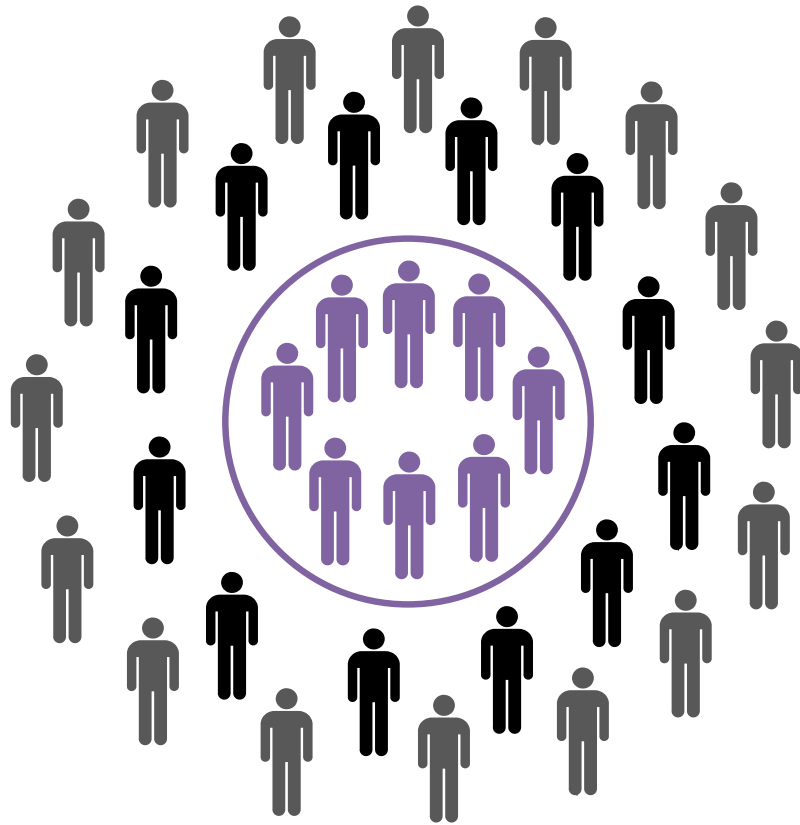
How meaningful are most of your current meetings?

➢ Always insightful
➢ Could be shorter, but at least I learn stuff
➢ Waste. Of. Time. – I could have gotten this info elsewhere

Time is Precious

19.8 % of business time wasted by employees searching for information

Interact Source

~20%

= 1 day per working week

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Meaningful Meeting Mindset

What information do I need to receive or impart?

What is the meeting's purpose?

What is the optimal outcome?

Can I find the information myself – do I even need a meeting?

What information do I need as a host or participant to have a more efficient meeting?

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Meaningful Meeting Mindset

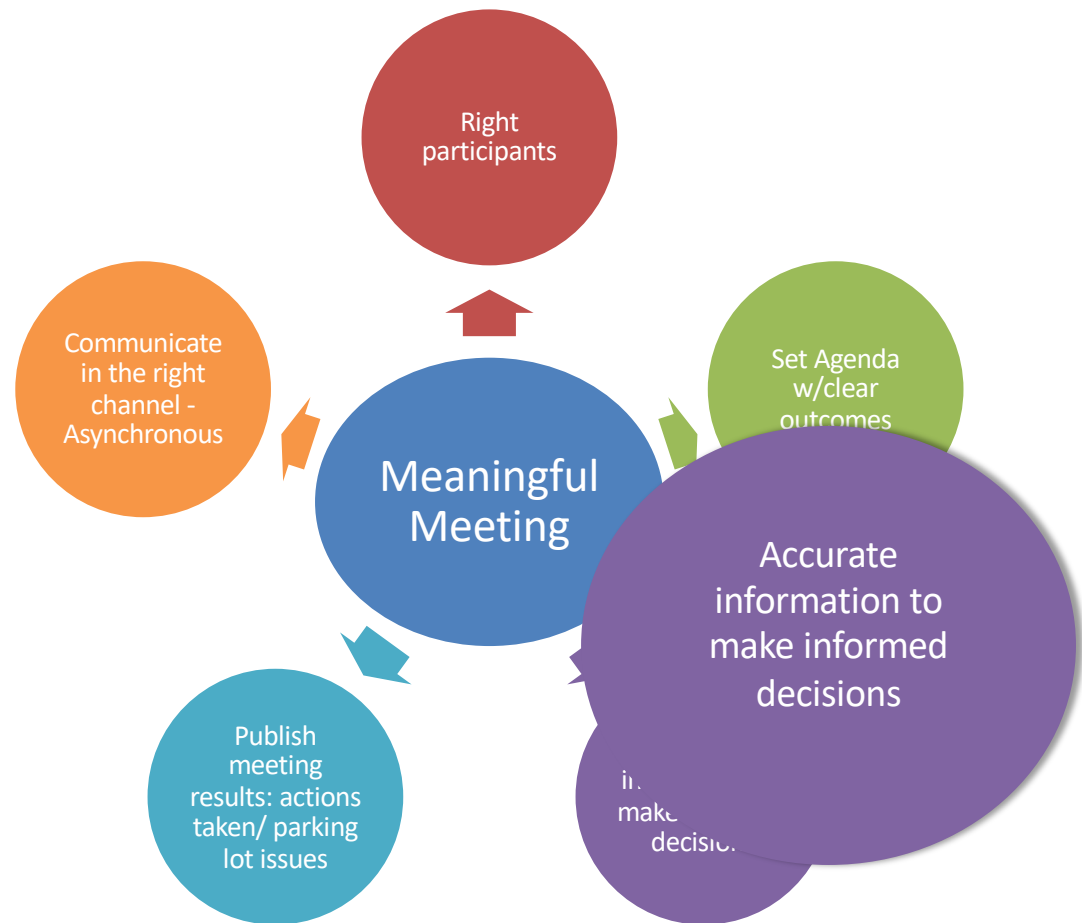**What type of Meeting is this and does it need to be live?**

❑ Urgent/Sensitive Matter

❑ Project Kick off/ Messaging not getting us there

❑ Decision Making

_____

❑ Status Update

❑ Brainstorming and Collaboration

❑ Consensus Building

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Meaningful Meeting Mindset

Components

Right participants

Communicate in the right channel - Asynchronous

Meaningful Meeting

Set Agenda w/clear outcomes

Accurate information to make informed decisions

Publish meeting results: actions taken/ parking lot issues

Scenarios

Member reports she can't reach the annual meeting recordings even though she was, indeed, registered for it and attended.

Former employee used to manage these documents — we have no idea where/how to access and/or edit them!

Board member is looking for information on all budget discussion but says she can't find *anything* about it *anywhere.*

Meaningful Meeting Mindset

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Meaningful Meeting Mindset

Knowledge – Base Soup

Network Storage	SharePoint	Social Media
Salesforce	AMS	Event Mgmt System
Higher Logic	Slack	Chatbot

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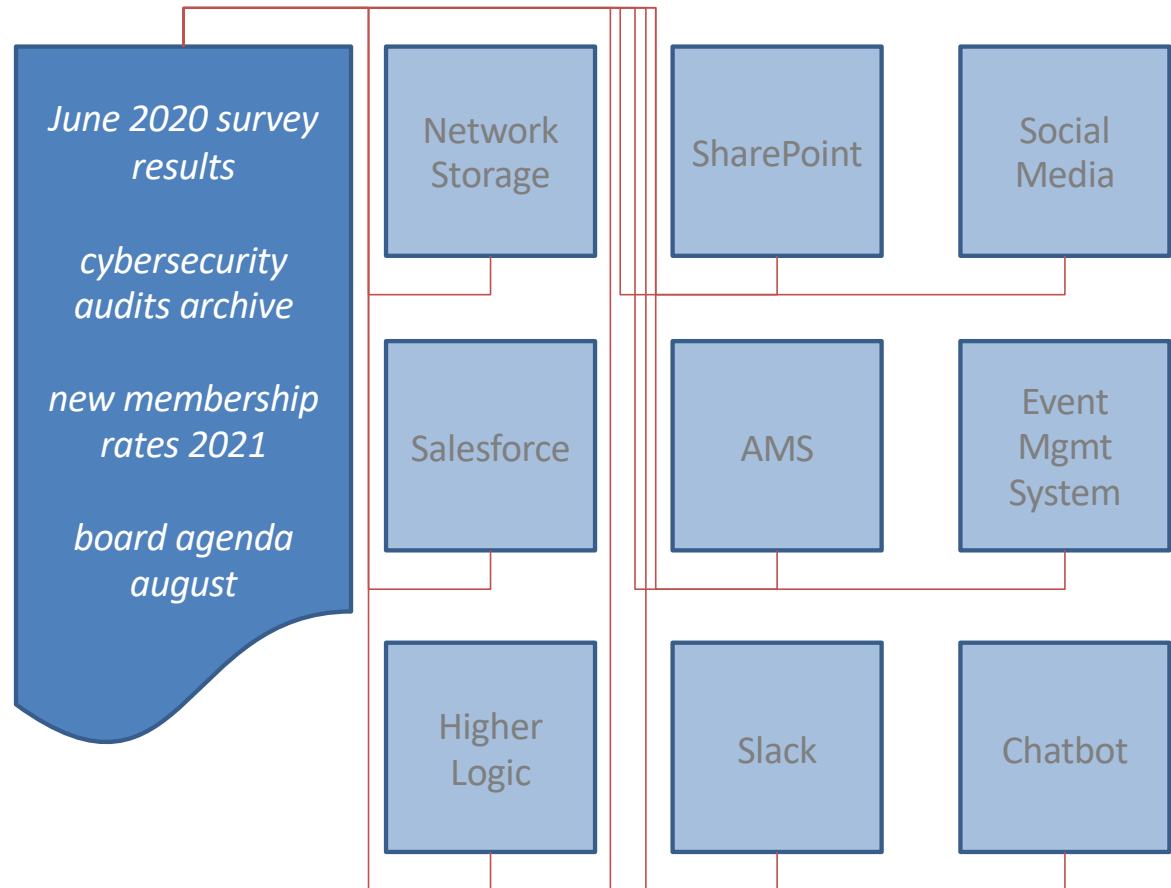
Poll
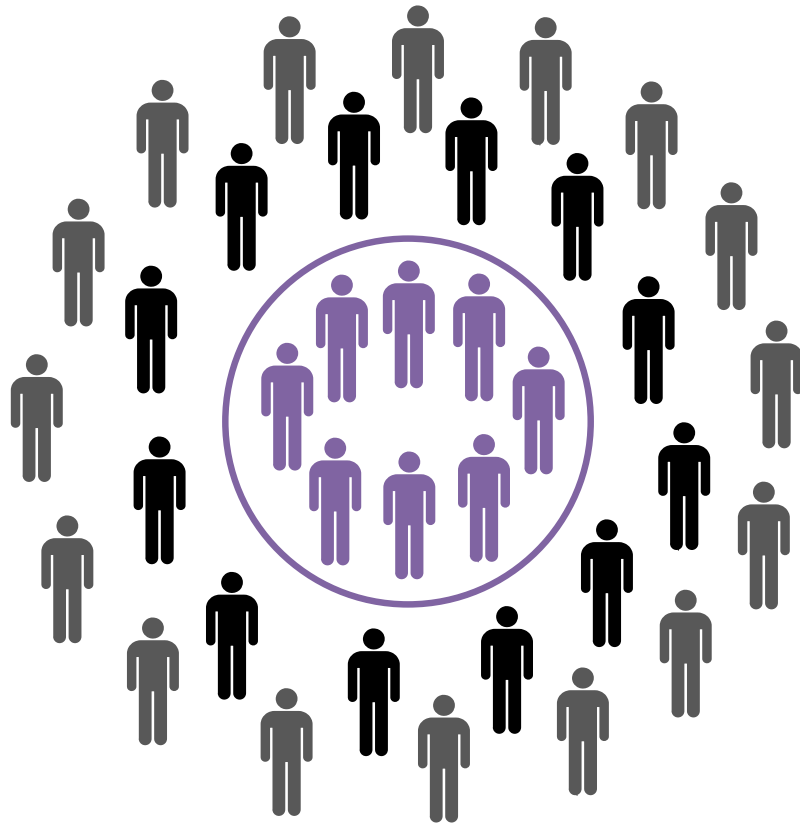
How many systems contain knowledge about your organization?

➢ 1-4
➢ 5-8
➢ 9 +
➢ It's a secret!

How AI Can Cull Data

June 2020 survey results

cybersecurity audits archive

new membership rates 2021

board agenda august

Network Storage

SharePoint

Social Media

Salesforce

AMS

Event Mgmt System

Higher Logic

Slack

Chatbot

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How to get AI to Spark Meaningful Interactions

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AI in Action

Questions?

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