Meaningful Meeting Mindset™

FLOW CHART

1 SHOULD I SCHEDULE A MEETING?

2 What is the Purpose? What is the optimal outcome? Define it. Measure it. Document it.

3 Am I responsible for the project or task the team is meeting about?

- YES → Begin writing out **what is needed for the meeting?**
- NO → Consult the person responsible (e.g., project manager or task owner) before scheduling.

What type of meeting is this, and is synchronous or asynchronous communication best?

OR

Status Update

- YES → There have been at least 1-2 asynchronous status updates since the last meeting, and it's time for your next asynchronous update. Have a meeting!
- NO → There have not been any recent written updates. Time to ask teammates for an asynchronous update via writing (chat thread, PM tool update, wiki etc.).

OR

Brainstorming or Collaboration?

- YES → The objective will best be met through live discussion and idea exchange. Have a meeting!
- NO → Our main purpose is to collaborate by providing feedback/ ideas on a document/ project/process. Gather feedback asynchronously.

OR

Urgent/Sensitive Matter

- YES → A complicated issue needs to be discussed at length immediately, and my teammates are available in a reasonable amount of time. Have a meeting!
- NO → The most important thing is for leadership (or relevant parties) to be informed ASAP. Send off a text/ message.

OR

Decision Making or Consensus Building?

- YES → A complicated issue needs to be discussed at length with team members, and all research, reading, etc. has been done ahead of time. Have a meeting!
- NO → It is a smaller, less sensitive topic that can be discussed/voted on/agreed on via chat or a polling tool.

OR

"Other" Type of Meeting

- An issue to discuss that is not being solved with back-and-forth messaging.
- Kick-off meeting for a new project/program/event.
- Weekly touch-base between employee and manager/team.

- YES → A complicated issue needs to be discussed at length with team members, and all research, reading, etc. has been done ahead of time. Have a meeting!
- NO → It is none of these or any of the above, so a meeting is likely not the best route. Get input asynchronously.

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