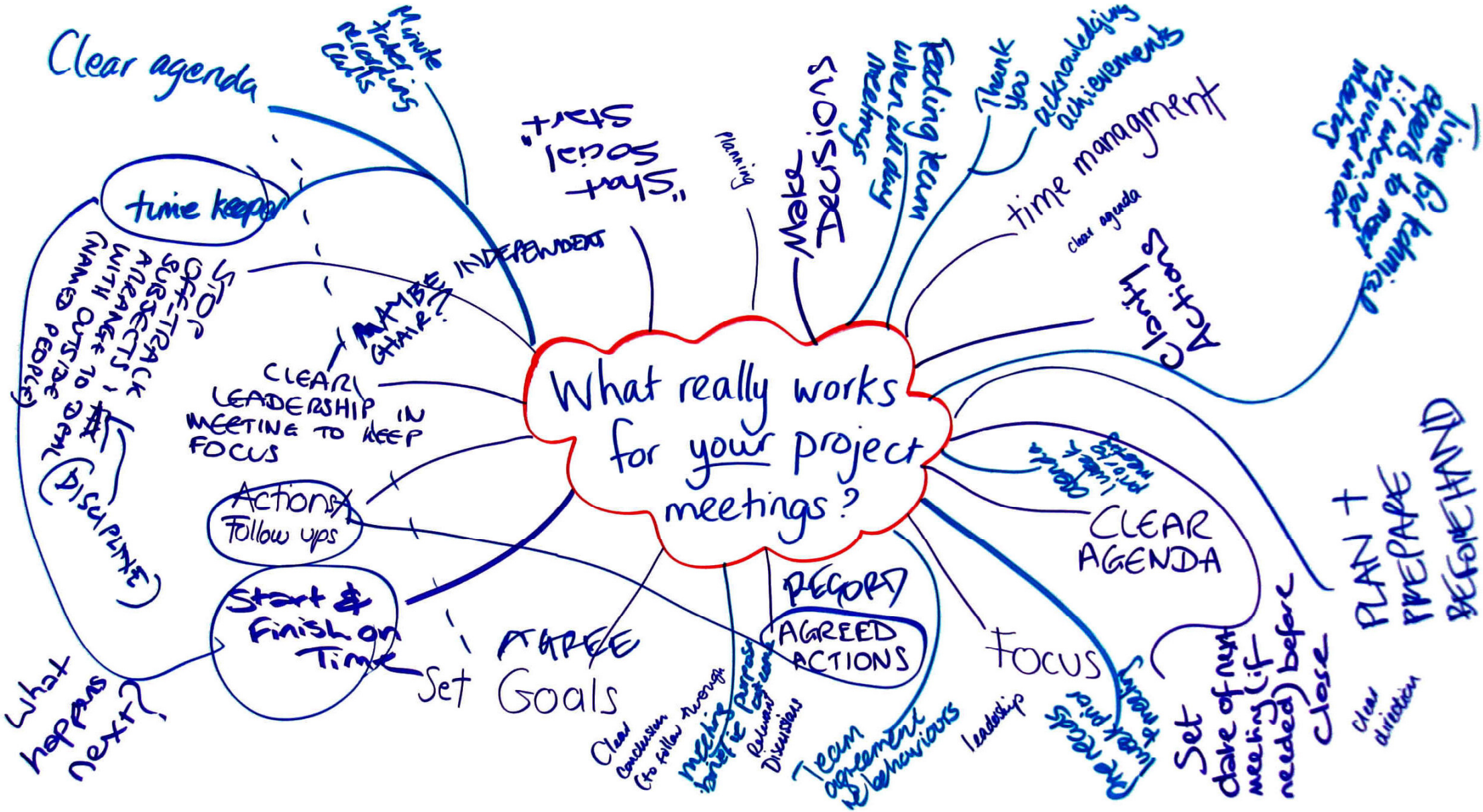
What really works for your project meetings?
Clear agenda
Minute taker recording calls
"Start social start"
planning
Make Decisions
Feeding team when all day meetings
Thank you
acknowledging achievements
time managment
clear agenda
Clarity Actions
time keeper
STOP OFF-TRACK SUBJECTS, ARRANGE TO DEAL WITH OUTSIDE (NAMED PEOPLE)
(DISCIPLINE)
MAYBE INDEPENDENT CHAIR?
CLEAR LEADERSHIP IN MEETING TO KEEP FOCUS
Actions Follow ups
Start & Finish on Time
Set Goals
AGREE
What happens next?
Clear conclusion (to follow through)
meeting brief & purpose
Relevant Discussions
RECORD
AGREED ACTIONS
Team agreement & behaviours
leadership
Focus
CLEAR AGENDA
Agenda lunch prior to meeting
Set date of next meeting (if needed) before close
clear direction
PLAN + PREPARE BEFORE HAND