

Reasons to Have a Meeting

Purpose	To think about...
Status updates	<p>Can you share the status asynchronously through a shared document, email or other platform?</p> <p>Can it be a smaller meeting with only key representatives from stakeholders?</p> <p>Can it be a shorter meeting focused on only a few items?</p>
Info sharing/ education	<p>Do you have the right audience?</p> <p>Do you know how to make the information relevant to them?</p> <p>Is your info broken into manageable pieces for learning?</p> <p>Can the information be shared as a self-service resource or e-learning?</p>
Decision making	<p>Do you have the right people in the meeting to make the decision?</p> <p>Do they have the information they need?</p>
Problem solving	<p>Do you have a clear definition of the problem(s) you are trying to solve?</p> <p>Can the solutioning be handled asynchronously in a shared document or collaboration platform?</p> <p>Have you included the diversity of expertise and perspectives you need for better solutions?</p> <p>What can you send ahead of time to prime thinking?</p>
Hotwash	<p>Can you provide the template at the start of the project so people can collect their observations along the way?</p> <p>Can participants provide feedback asynchronously in a shared hotwash template?</p>
1:1	<p>Can a status update be shared by email, slack or other means before the 1:1?</p> <p>Have you and your manager co-created an outline of what you'd like to discuss?</p>
Team/relationship building	<p>Have you defined the outcomes for this meeting?</p> <p>Have you selected a time and timeframe that allows all team members to engage?</p> <p>What techniques will you use to engage and build relationships?</p> <p>Might it help to have the team co-create an agenda for the meeting before you meet?</p>