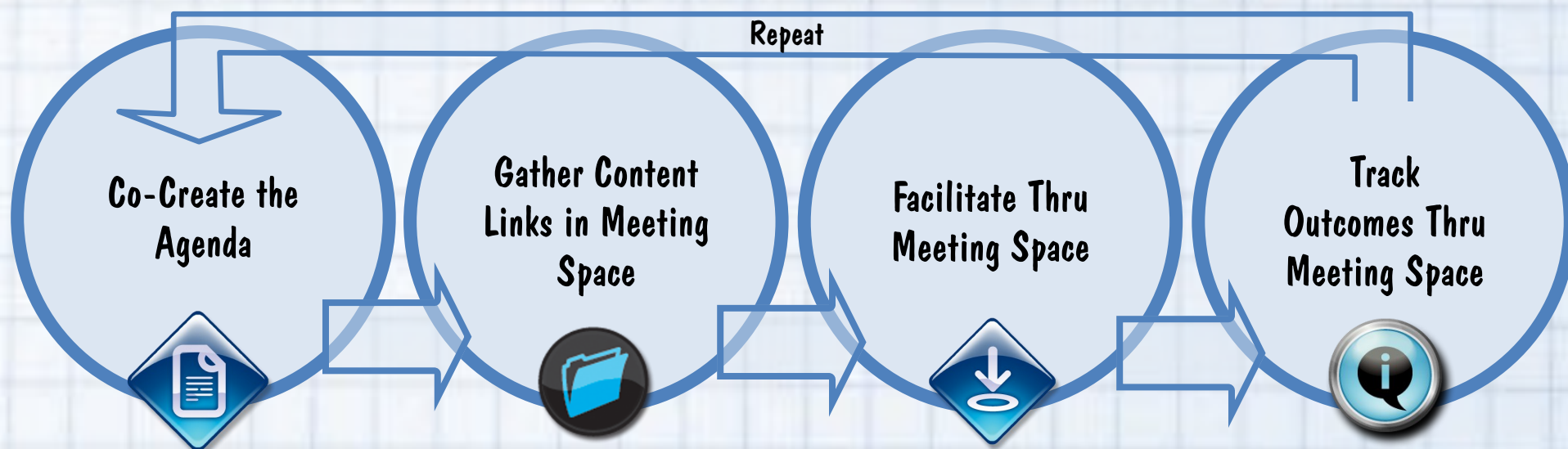


How to Design a Meeting

in a collaborative work environment

The Process



DOs & DON'Ts

DOs



- Work with attendees to co-create a prioritized agenda so everyone understands the purpose of the meeting, their role in it & what to expect.
- Develop rules of engagement for physical & virtual attendees.
- Gather links to all relevant content.
- Leave all content in source collaboration spaces or repositories.
- Share decisions, action items & outcomes to relevant collaboration spaces.
- Plan for variation to keep people interested.
- Make sure the equipment works & people know how to use the software.
- Use the agenda to drive the meeting.
- Share a calendar appointment & link to the Meeting Space.
- Provision attendees so they can access all links.
- Facilitate the meeting through the meeting space.
- Use e-mail only for meeting notification.
- Tag external project or task conversations so the Meeting Space can act as a lens to consolidate information relevant to meeting attendees.
- Reuse Meeting Spaces for recurring meetings.

DON'Ts



- Don't hold the meeting if no one believes it will provide value.
- Don't assume everybody wants to be at the meeting.
- Don't invite people who don't need to be in the meeting.
- Don't backchannel.
- Don't come unprepared.
- Don't ask "if anyone has anything else to put on the agenda."
- Don't deviate from the agenda.
- Don't e-mail anything to anybody about the meeting.
- Don't load the Meeting Space with duplicate copies of files.
- Don't use the Meeting Space to capture discussions about projects or tasks that have their own collaboration spaces.
- Don't take minutes.
- Don't confuse a status meeting with a working meeting.