

DESCRIBE a Meeting

Remote

Overcoming on Conference Calls
RENOTE MEETINGS MAKE US TAKE OVER THE MEETING

DOMINATE

Decision participants dominating
ATTENDING MEETINGS TAKE OVER THE MEETING
People who talk too much
When the person is allowed to dominate the conversation
People who talk too much

No Agenda

Shutting people down
In person meetings when a call would do
Conf call when in person would be better
Disoriented participants during phone meetings

CLEAR PURPOSE & AGENDA

ONLY WRITING A MEETING FOR PERSONAL CONVENIENCE
Wrong group of people at hand
The meeting PPT
Clear objective
Clear agenda
Clear purpose
Clear outcomes

STRONG COLLABORATION

When people are able to collaborate and contribute
When people are able to collaborate and contribute
When people are able to collaborate and contribute

STRONG FACILITATION

Clear, assigned roles
Good balance between content & regulated
Meeting supports social culture of organization

ACTION ITEMS

MADE PROGRESS
LEFT COMPLETE ON ACTION
GOOD ALWAYS HAVE A SOLUTION/RESPONSE
Next steps
Meeting that only with small accomplishments
Action items assigned & out of meeting
Clear on next steps

CONTENT

Content dump
Value of people's input/ideas/insights or feedback?

PEOPLE

Not enough time for everyone to participate
Lack of participation
Lack of action items
Lack of action results
Lack of action items
Lack of action results

FUN!

Humor from difficulties
Humor!

STAYING ON TIME / PACING

SET END TIME
STAYED ON SCHEDULE
STARTS ON TIME
Starting on time, staying on schedule, ending on time
Space to meeting agenda (talk about agenda)
Starts someone keeps pace
Feeling like time has run out/spare

GOOD "OPERATIONS"

Basic needs: Bathroom & food
ABILITY TO VIEW ALL MEMBERS
FOOD
SEE HEAR FOOD

VISUALS TO TRACK MTG.

Visual aids
TIMEKEEPER / RECORDER
Meeting with a designated leader

LACK OF PARTICIPATION

Lack of participation
Lack of action items
Lack of action results
Lack of action items
Lack of action results

NO ACTION

NO ACTION
Lack of action items
Lack of action results
Lack of action items
Lack of action results

OFF TOPIC

Going off topic/agenda
GROWING GETTING TOTALLY OFF-TOPIC
Meeting gets sidetracked into the next agenda

TECH

LACK OF STIMULATION
Tech doesn't work
Meeting ends abruptly due to technical difficulties

LEARN
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