

Must Have Meeting Information

1. **All meetings must have a stated purpose or agenda.** Without an agenda, meetings can easily turn into aimless social gatherings rather than productive working sessions. If you can't articulate the objective, don't have it. Meetings need to improve performance directly.
2. **Invite as few people as needed.** Attendance is not a badge of honour. Never more than 10 people.
3. **Micro meetings are often sufficient.** A lot is achievable in 30-60 minutes if the agenda and dashboard are ready and it is not used for "story telling."
4. Attendees should walk away with concrete next steps or Action Items.
5. **Every project component or task has a "DRI".** Directly Responsible Individual whose name appears next to all of the agenda items they are responsible for.
6. **The meeting should have an end time.** By not placing an end time, we encourage rambling, off-topic and useless conversation.
7. **For each agenda item, be clear on what you need.**
 - a. Clarify
 - b. Brainstorm
 - c. Debate
 - d. Decide
8. **Meetings are not 'Postings'.** If it is just information sharing and not requiring discussion or decision, it doesn't need a meeting. The team is not there to share stories or opinions. Don't contribute unless it directly value adds to the agenda item and the meeting purpose.
9. **Streamline any decision making process with data.** Have a dashboard available to make decisions off. Discourage "I believe..." or "I like". Have the data you need to make the decisions or don't make the decisions.
10. **Insist people bring their 'A' game to meetings by being prepared.** Analyze the dashboard. Prepare your data. Know what is being tabled and hold people publicly accountable to not being prepared.
11. **End With A Review of Actions Captured.** At the end of a meeting, go around and review the action steps each person has captured. The exercise takes less than 30 seconds per person, and it almost always reveals a few action steps that were missed. The exercise also breeds a sense of accountability. If you state YOUR action steps in front of YOUR colleagues, then YOU are likely to follow through.