Effective Meetings

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Before meeting

- Set clear agenda and goal
- Estimate the time needed
- Send invite at least 24 hours beforehand
- Invite the right audience
- Consider moderator and note taker roles

- Make sure
  - You know how to use tools e. g. screen sharing, polls
  - Have working camera, microphone etc.

During meeting

- Start on time
- Begin with a short intro about the purpose
- Focus on the topic
- Take notes
- Create action items
  - Owner
  - Target date
- Generally it's ok to end sooner
- Don't forget to sum up conclusions and decisions made

After meeting

- Send follow up email - publish results
  - Link to meeting notes
  - Action items
  - Meeting recording
- Monitor the completion of action items

Too many meetings

- Determine whether you really need a meeting
  - [Attlassian Diagram](#)

- Consider no meetings day
  - Each week or once in a month
  - Company level or team level
  - Or agree with manager to block off your calendar

Additional notes

- Meeting recovery syndrome
  - Time spent cooling off and regaining focus after a (useless) meeting
  - Taking on average 45 mins to recover
- Ask for feedback from the attendees