

Everyday Business Meetings



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atd Association for
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AW AlleyWatch





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10 Science-Backed Rules for Meaningful Meetings

1. Experiment with meetings.
2. Define meetings.
3. Use technology.
4. Avoid drift.
5. Build larger teams for some meetings
6. Embrace diversity.
7. Build commitment to the meeting process.
8. Plan the design of meetings.
9. Use leadership to enhance performance.
10. Plan for creativity and capture these outcomes.

**So what have we learned about
the 10 Rules?**



WoWPS

Libertarian Structures - Learning Events and Communities of Practice

Today Wednesday, February 3

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12:00pm US User Group K&N #44 - Impromptu Remix

Tuesday, February 9

6:00am Japan LS User Group

12:00pm LS Lab: Online Gathering & Avatar-Based Platforms - A Test Drive

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6:00pm Brave Rounds (Washington, DC LS group; US East Coast)

Wednesday, February 10

8:00pm LS Lab: Online Gathering & Avatar-Based Platforms - A Test Drive

Thursday, February 11

2:00pm Healing Our World from the Inside Out: Intro to Compassionate Listening

Friday, February 12

6:00am Connection Design 101

Monday, February 15

12:00pm Montreal LS Usergroup: "What's Love Got to do With It?" Mad tea - Conversation Café

Tuesday, February 16

4:30am Japan LS User Group

Wednesday, February 17

11:30am Warsztaty Karban: "FlowMister" - gościnie w ramach Agile4U - Polish language only this time

Thursday, February 18

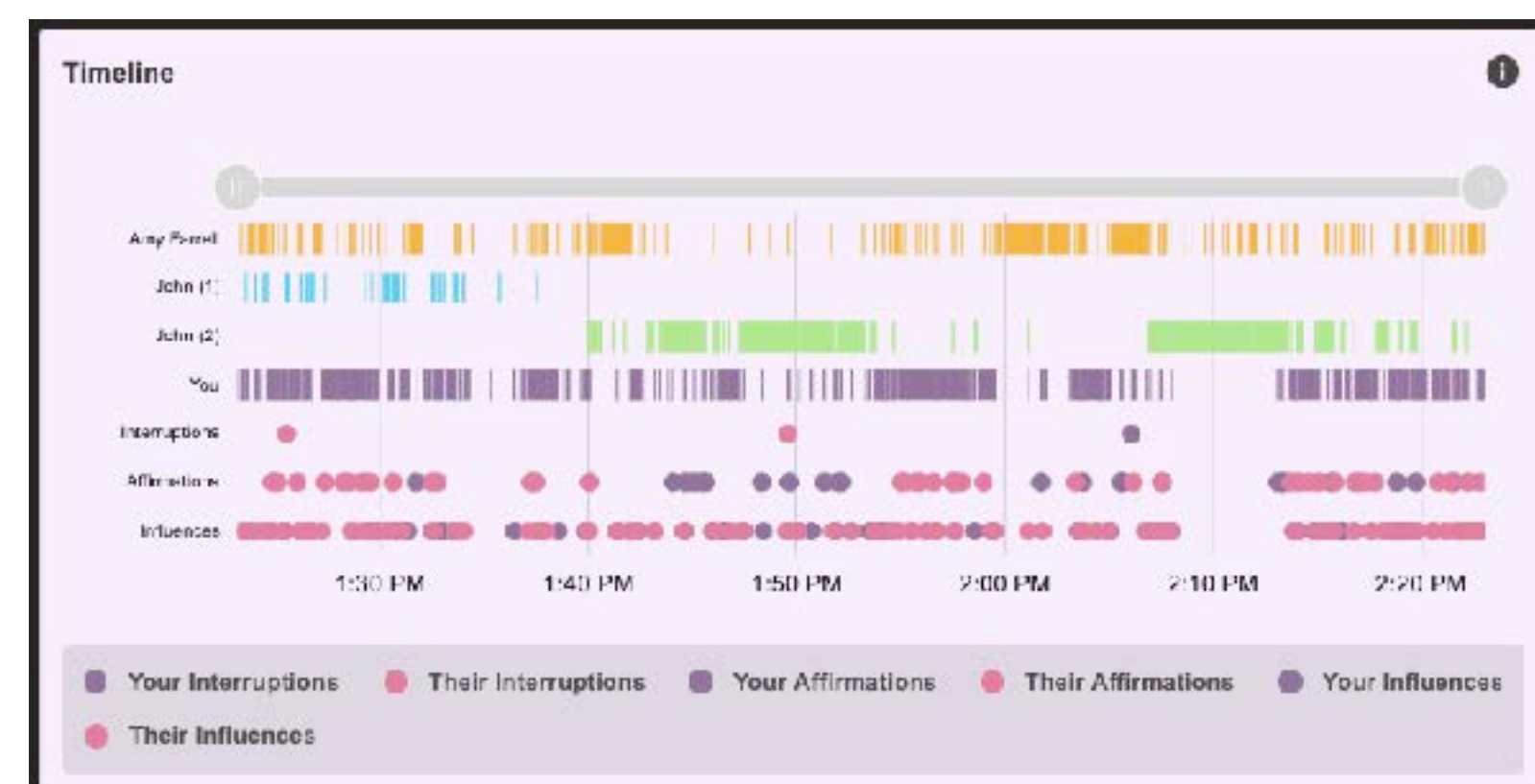
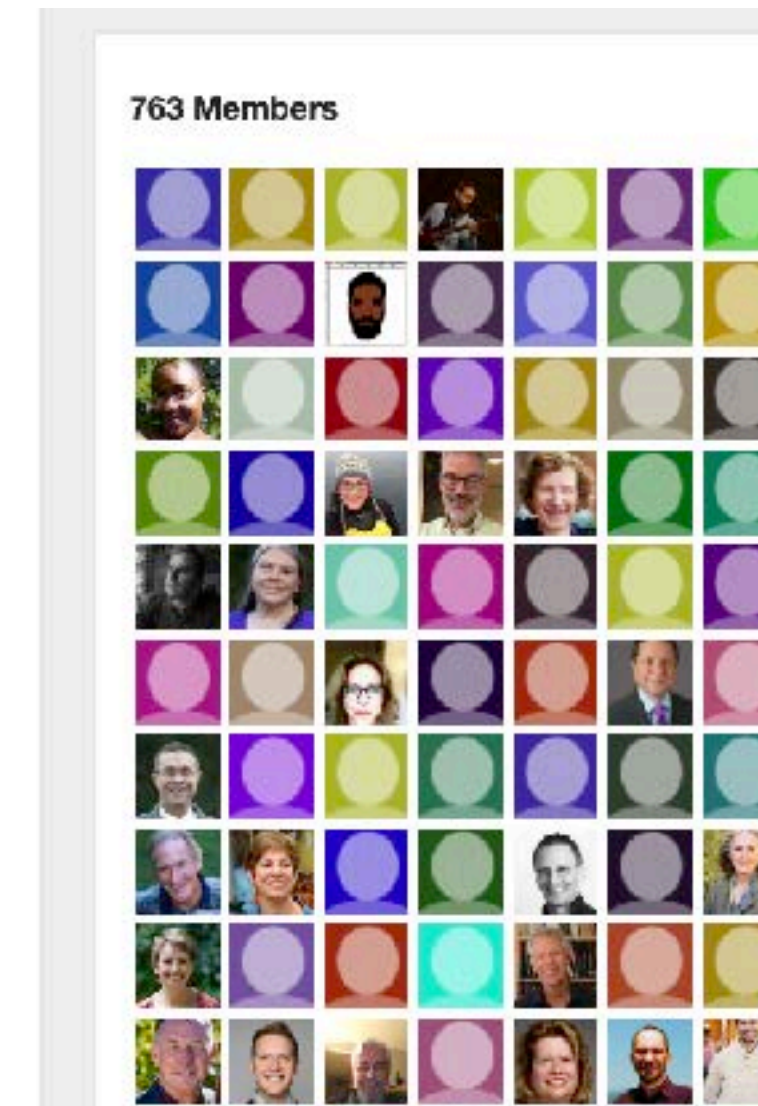
4:00pm US User Group for Change Leadership (Canada, & all are welcome)

8:00pm Seattle LS Users Group

Monday, February 22

Events shown in time zone: Eastern Time - New York

Google Calendar



1.
Experiment
with
Meetings





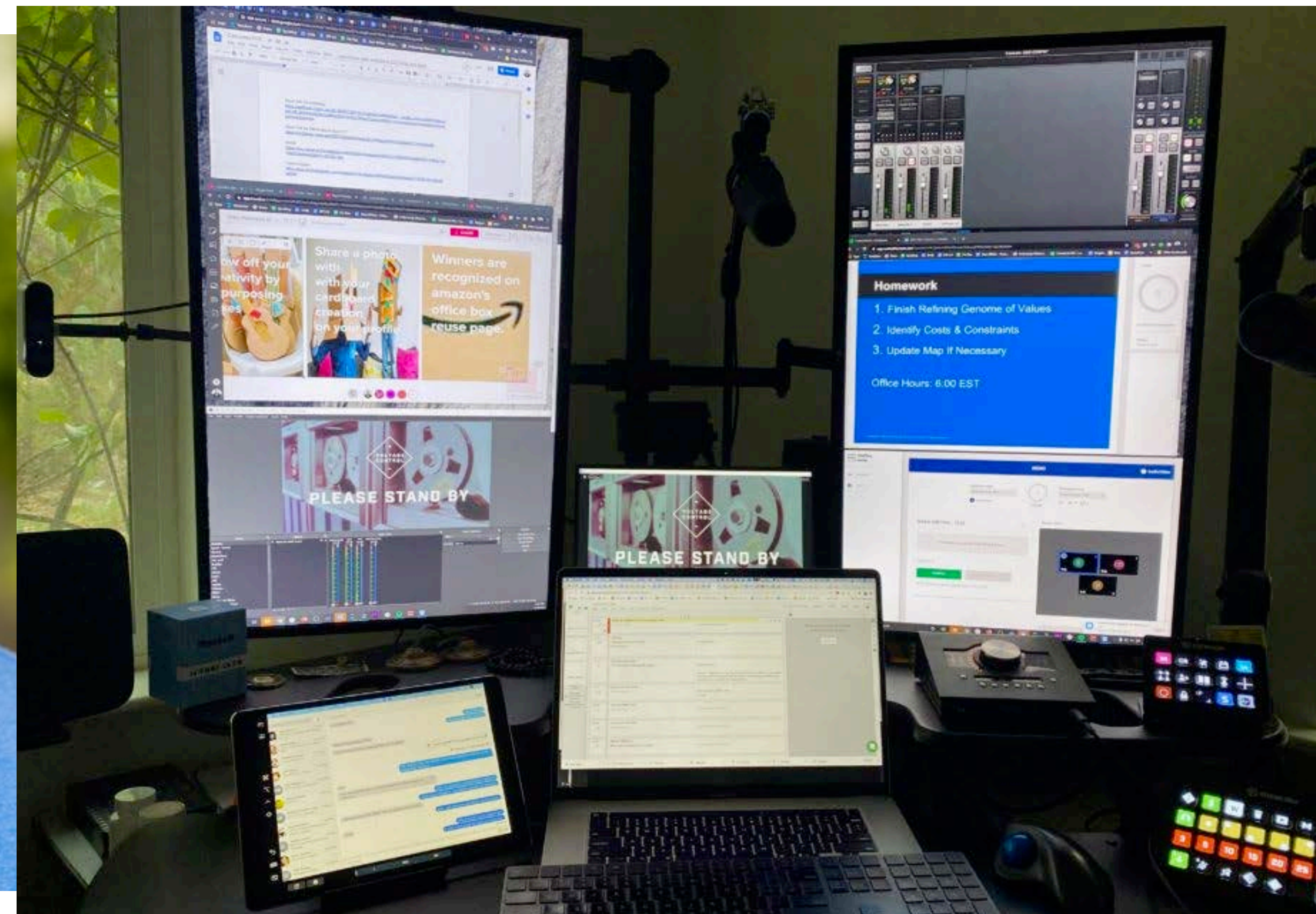
3. Use technology.



Scott Wharton, Logitech Video

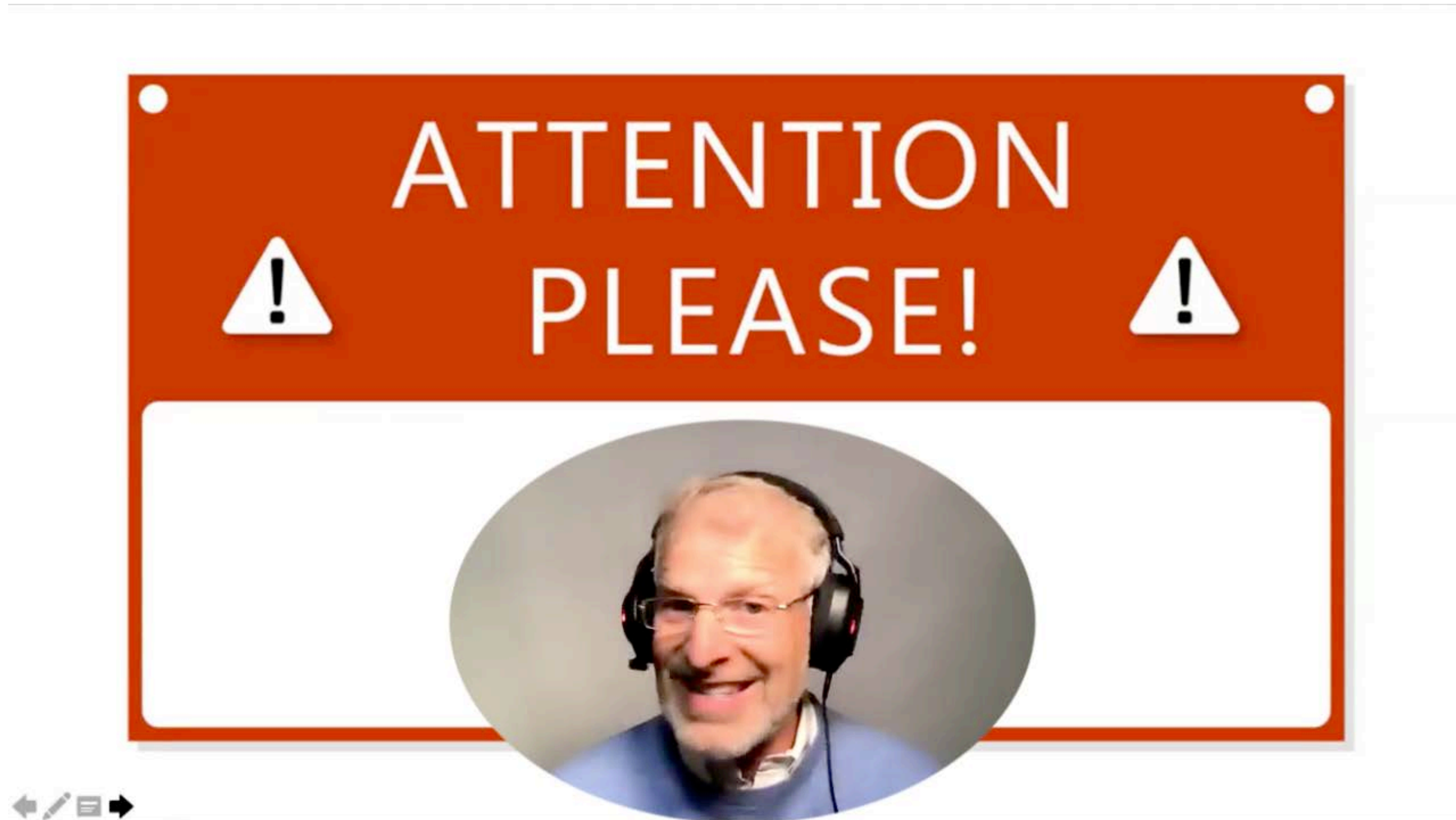


Eric Yaun, Zoom



Douglas Ferguson's home studio, Voltage Control facilitation

4. Avoid drift.





5. Build larger teams for some meetings.



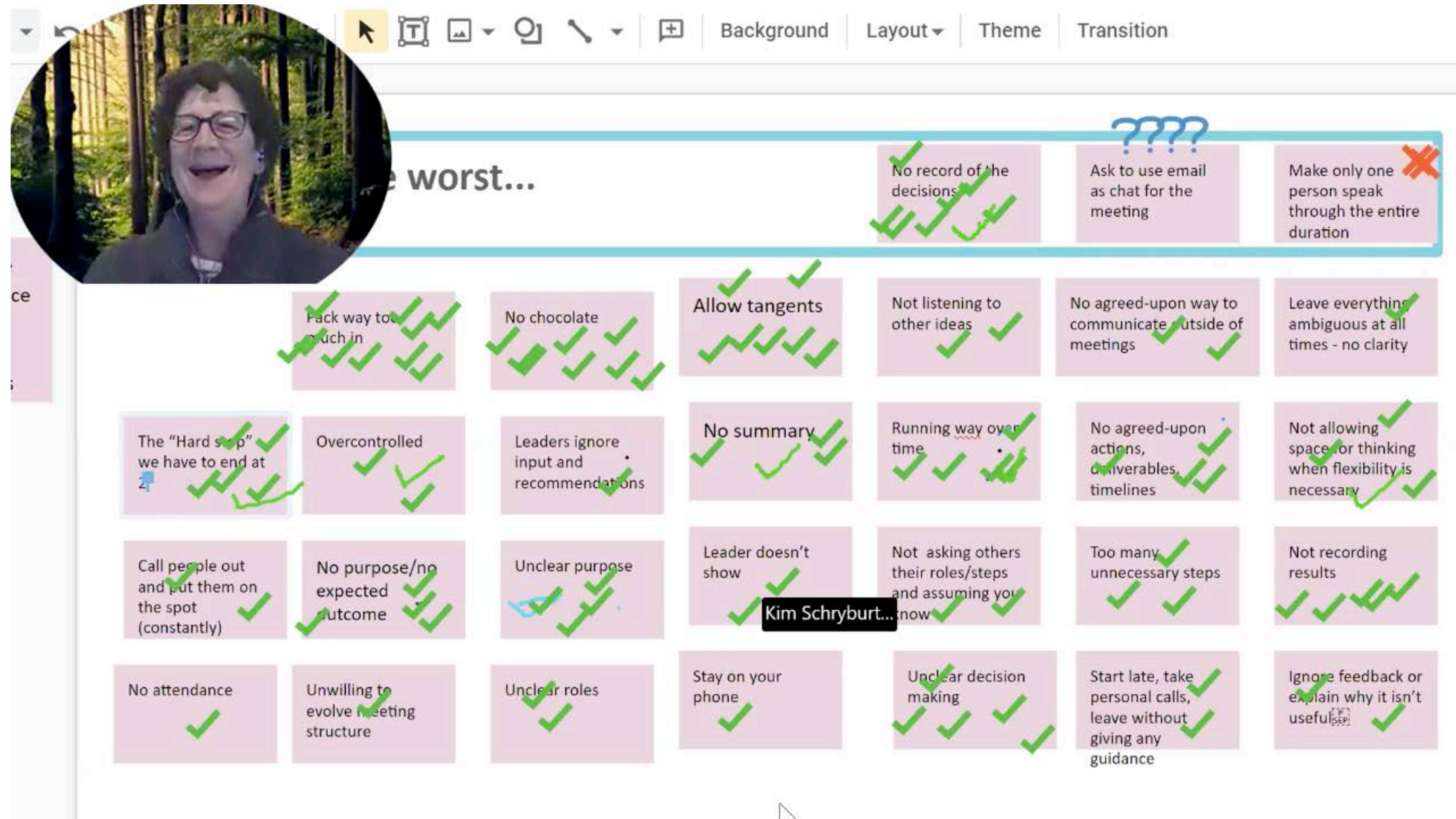
6. Embrace diversity.

This session is an opportunity to...

- Meditate on:
 - How do you get the right people in the room?
 - How do you make the most of their voices and ideas once you're together?
- Learn:
 - Practical skills to make the most out of differences in the context of work meetings
 - From behavioral research and each other



7. Build commitment to the meeting process.



A Zoom meeting interface showing a grid of meeting pitfalls. A woman's video feed is visible in the top left corner. The grid contains 28 items, each in a pink box with green checkmarks indicating they are being avoided. The items are:

- Top bar (highlighted with a blue border and blue question marks):
 - No record of the decisions (4 checkmarks)
 - Ask to use email as chat for the meeting (1 checkmark)
 - Make only one person speak through the entire duration (1 checkmark, marked with a red X)
- Grid items:
 - Pack way too much in (4 checkmarks)
 - No chocolate (4 checkmarks)
 - Allow tangents (4 checkmarks)
 - Not listening to other ideas (2 checkmarks)
 - No agreed-upon way to communicate outside of meetings (3 checkmarks)
 - Leave everything ambiguous at all times - no clarity (1 checkmark)
 - The "Hard stop" we have to end at 2 (4 checkmarks)
 - Overcontrolled (3 checkmarks)
 - Leaders ignore input and recommendations (2 checkmarks)
 - No summary (3 checkmarks)
 - Running way over time (3 checkmarks)
 - No agreed-upon actions, deliverables, timelines (3 checkmarks)
 - Not allowing space for thinking when flexibility is necessary (3 checkmarks)
 - Call people out and put them on the spot (constantly) (2 checkmarks)
 - No purpose/no expected outcome (3 checkmarks)
 - Unclear purpose (3 checkmarks)
 - Leader doesn't show (2 checkmarks)
 - Not asking others their roles/steps and assuming you know (3 checkmarks)
 - Too many unnecessary steps (3 checkmarks)
 - Not recording results (3 checkmarks)
 - No attendance (1 checkmark)
 - Unwilling to evolve meeting structure (2 checkmarks)
 - Unclear roles (2 checkmarks)
 - Stay on your phone (1 checkmark)
 - Unclear decision making (3 checkmarks)
 - Start late, take personal calls, leave without giving any guidance (2 checkmarks)
 - Ignore feedback or explain why it isn't useful (1 checkmark)

Kim Schryburt...

8. Plan the design of meetings.

meeting spaces should
get the best out of
human beings



#HonestHotelCapacityChart.

Social Distancing:

Yes ▾

The calculator has been adjusted to allow social distancing of at least 6-feet between guests. Exercise good judgement and follow the health and safety requirements of your local jurisdiction to ensure the health and safety of the audience.

Calculate By:

Number of People ▾

Number of People:

Room Layout:

Banquet ▾

Table Size: 60" round ▾

Guests/Table: 1/table ▾

Stage:

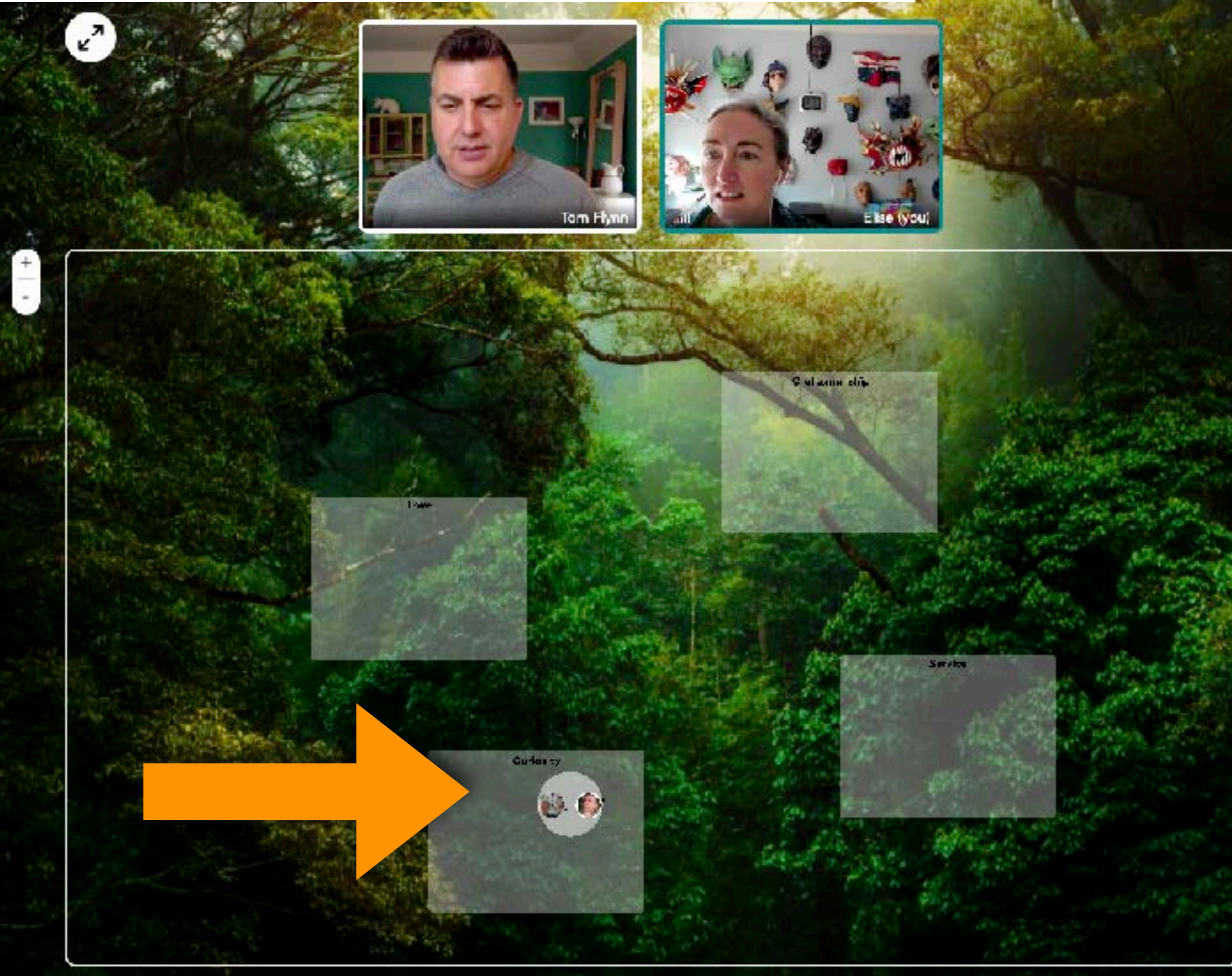
No ▾

Rear Screen:

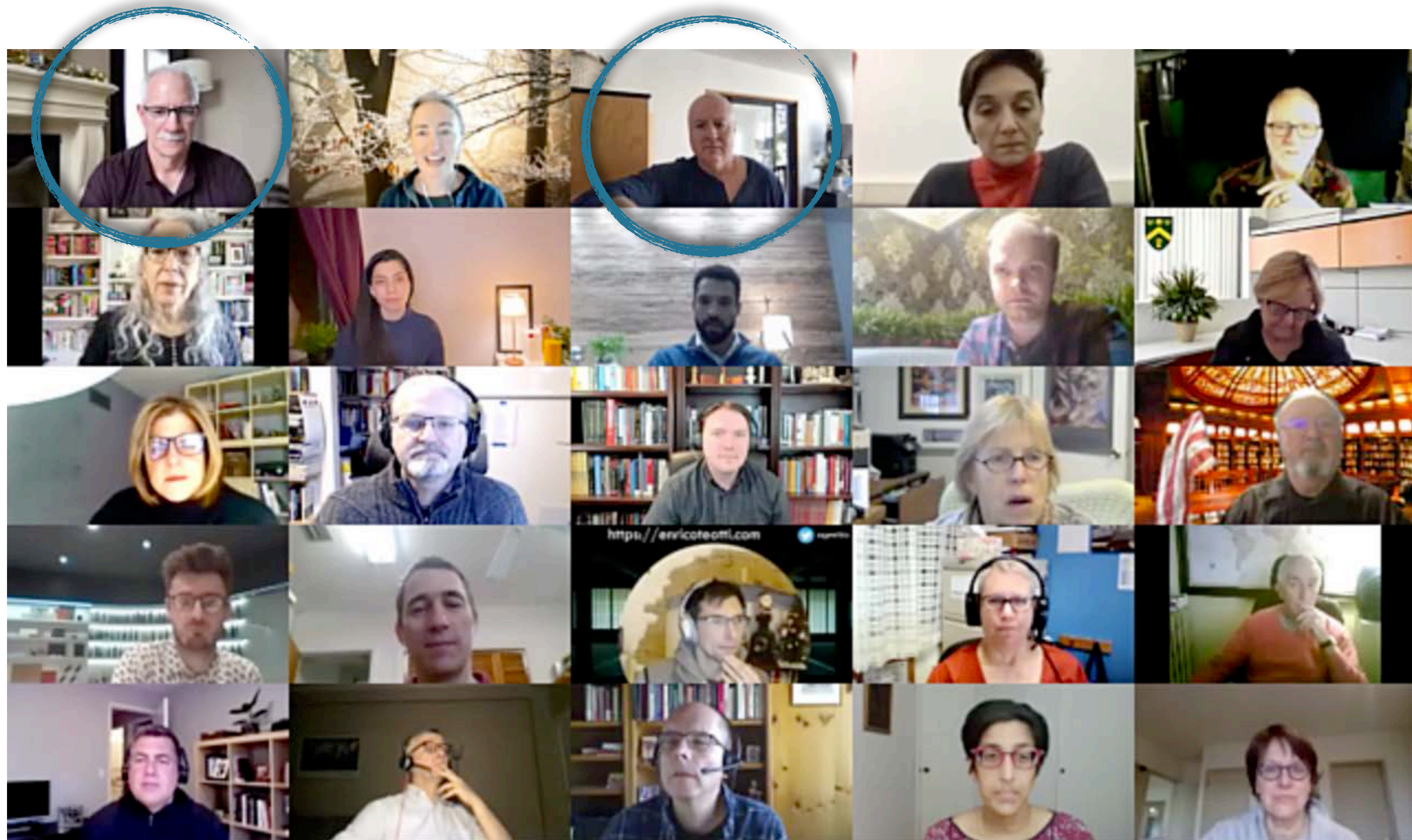
No ▾

The addition of rear screen typically adds 1/3 more space to the room size. The final calculation will include the the additional space required.

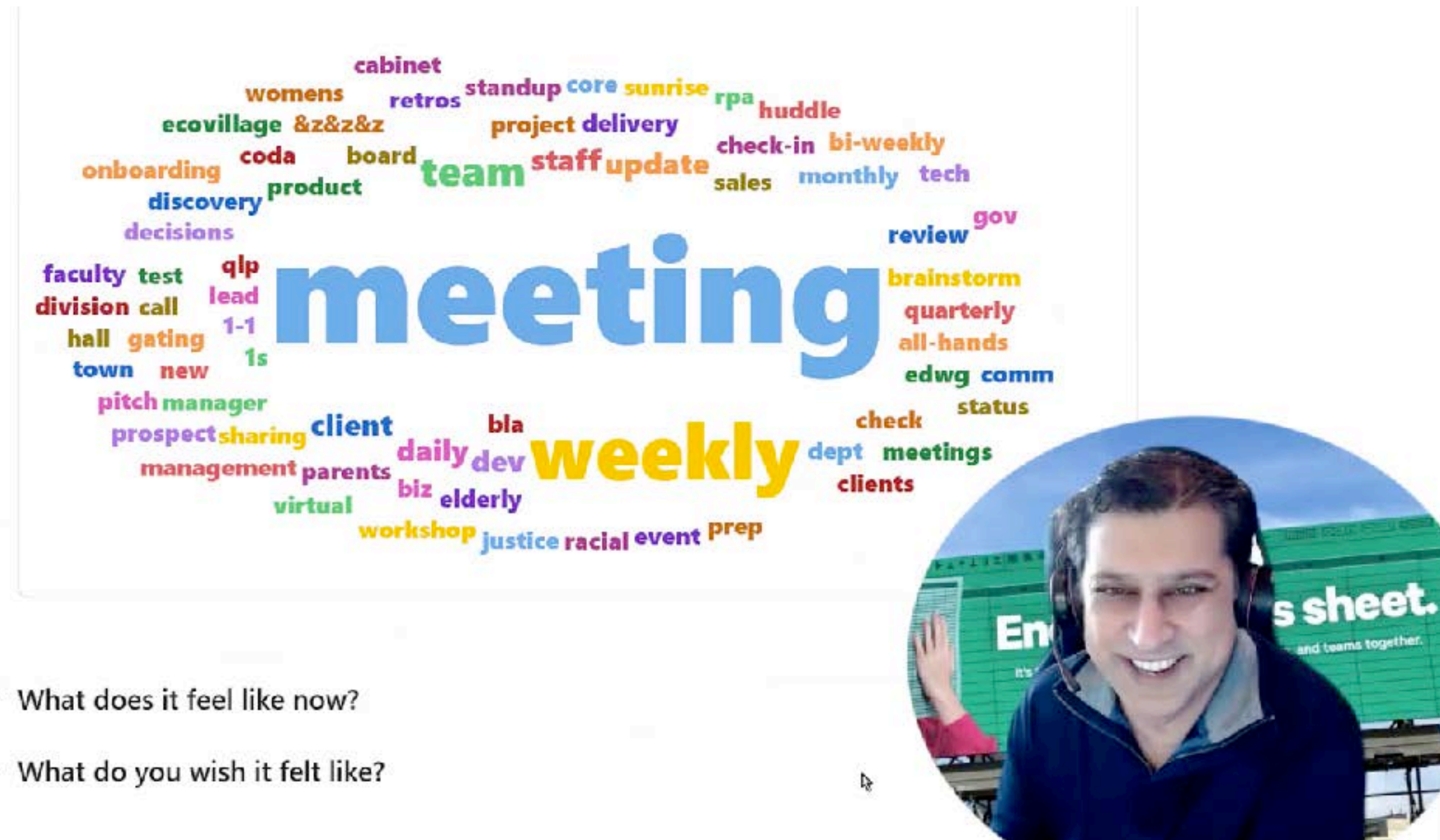
Calculate



9. Use leadership to enhance performance.



10. Plan for creativity and capture these outcomes.




- ▶ What does it feel like now?
- ▶ What do you wish it felt like?

Intros & Recommendations

Tap to add

Jason Schreuder


Favorite meeting tech = jamboard so far

Kim Schryburt-Brown 


I am starting to use padlet, mentimeter, miro. Lucid meetings has been a wealth of information to

What tools are in the market that work well in low bandwidth contexts and/or offer multiple audio channels for translation?


How do we use adult learning principles when the facilitator/teacher is remote? Polls and surveys only go so far...

AI and digital facilitation, what's better, what's next? 

Non-technical meeting tool = meeting notes?

When is virtual reality a good idea? 

I'm interested in playing more with GroupMap now!

list of "must have" tech tools for facilitation, running meetings, taking notes, organizing information virtually? 


Barbara Roloff 

KellyAnn Kelso, Karius

Well, I work on Lucid Meetings daily, so that's on my good list :)

I want to learn user-friendly simple tools to help in the virtual world. I also like this meeting tech platform we are using here. Nice.

What is an easy app to work through projects and teams?

Hybrid meetings are notoriously the hardest, we know its better to be all in person or all remote. How to adjust to this new normal of hybrid meetings 100% of the time? 

Any tips to display content in two languages (English and French) at the same time in Zoom? e.g. English PowerPoint and French PowerPoint needed with SI (simultaneous interpretation) enabled.

Any tips or apps to use for designing a community?

Group map?

What is this platform called? Meeting Tech?

Virtual meeting etiquette?

Great and inexpensive lighting for video calls?

How to build relationships that haven't yet fostered in-person using technology?


VR in meetings (Immersed, The Wild, etc.)

What is the best tool in capturing notes during a meeting or project call so you don't spend hours afterwards working on them?

What are the better tools for hosting high-effort events, such as conferences, where people will attend IRL and virtually?

Best way to introduce/teach tech tools to clients so that they will use them

Non-technical meeting tools: my brain + some actual training

What are your best stress relief techniques when dealing with tense times? 


Favorite meeting tech? Probably MeetingSphere.com. Just starting to use Mural and Mentimeter. 

Rona Roberts, Roberts & Kay 

Information Ecology, San Francisco Bay Area, favorite tools are post-its and dots for dot

Steve McCann 
Steve@reesmccann.com



Tom Flynn, Lucid Meetings 

Also POP (purpose, outcome, process)

Tap to add

Meeting Tech Questions

Your Turn!

1. What have you learned about leading meetings in the past 18 month?
2. What remains a mystery?

8 minutes