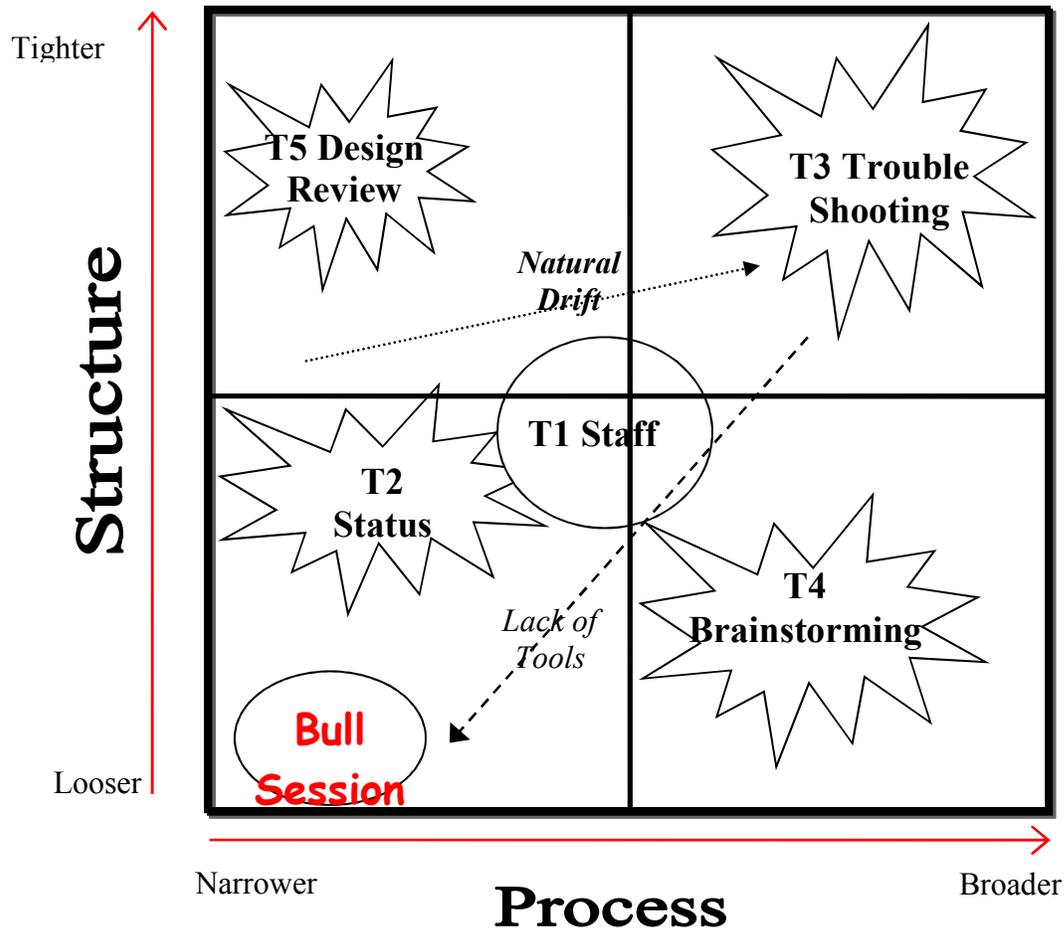


## The Five Meeting Types

### Five Meeting Type Formats

One of the biggest structural problems is the tendency to throw every type of issue that needs to be discussed into the same meeting type. This results in confusion on roles, appropriate meeting conduct, and how the meeting should be conducted. Five frequently used meeting types or formats have been identified as recommended useful templates that support the ABC structure and requirements. Groups should identify and state which is most appropriate for their meeting purposes. These are not intended to cover all types of meetings conducted at ABC.

Note the desirable components of the various meeting types.



*Natural Drift* = The premature and unintended migration by the technically trained to a more comfortable and familiar place.

*Lack of Tools* = T3 can rapidly descend into a less productive Bull Session from failure to deploy a broad array of discovery and decision tools.

## **Type One: Staff Meeting T1**

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*General Purpose: To focus on tactical issues of immediate concern and/or coordination of projects, activities and resources. To communicate upward and downward communications on business conditions or general topics*

*Recommended Length: 40 to 85 minutes*

*Structure: Medium*

### **Recommended Tools and Techniques:**

1. The Leader should clarify the intent and purpose of each staff meeting.
2. Progress reporting of the key workgroup or functional metrics for success – clarification questions allowed, but lengthy discussion of underlying issues deferred.
3. Optional: Fine Tune the Agenda – If recent developments warrant, the leader asks the group if any new items need to be added to the agenda based on initial reporting.
4. The follow-up of items from the last/prior meeting (old business) is covered before any new topics.
5. The leader assigns time blocks to each agenda item. The Leader or Timekeeper should report periodic time points to keep the meeting moving forward.
6. Quickly identify and take one-on-one discussions “off-line.” Discussions that are not directly relevant to the agenda are deferred to the “Parking Lot” for consideration at the end of meeting.
7. Use the Scribe to create LT group memory by summarizing the action items and agreements

### **Notes**

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## **Type Two: Status Meeting T2**

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*General Purpose: To report on work completed, work in progress to ensure near term deliverables conform to plan and time and resource requirements. To discuss and coordinate the need for schedule changes and new deliverables.*

*Recommended Length: 25 to 55 minutes*

*Structure: Medium*

### **Recommended Tools and Techniques:**

1. The meeting leader should periodically change the format of this meeting so that it does not become tedious. Consider creative alternative approaches such as a rotating meeting leadership, using other presentation formats besides PowerPoint, etc.
2. The meeting agenda and process should provide clear separation between presenting and problem solving.
3. Require that all audio-visual presentations have accompanying handouts.
4. All presenters are given clear guidelines and times for presentation.
5. Consider conducting a “Lightning Round” early in the meeting– A quick around the table reporting where each person has 60 seconds to indicate the two or three priorities of the week or time period
6. The Leader conducts a brief review of the Meeting Agenda
7. The Leader should hold attendees accountable for learning – Ask each attendee what he or she learned from this meeting.

### **Notes**

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## **Type Three: Problem Solving Meeting – Trouble Shooting T3**

*General Purpose: To focus on specific problems and immediate challenges and identify solutions that can be implemented. Also can be used for the prioritizing of solutions.*

*Recommended Length: 55 minutes to 115 minutes*

*Structure: Tighter*

### **Recommended Tools and Techniques:**

1. All departments that have a vested interest (stakeholders) or that need to be involved in the solution must be identified and invited.
2. Wherever possible, technical information is distributed in advance of the meeting or will be available in handouts distributed in the meeting.
3. The key meeting roles are clarified at the start of the meeting. For example, who are the technical advisors, consultants, and the decision makers?
4. The process for reaching a decision needs to be clearly stated at the start of the meeting. A broad array of problem solving tools should be available and the leader should be competent in their uses.
5. A problem definition, in most cases, should be crafted and agreed to prior to problem solving. The leader should perform a process check to explore if all relevant information, materials and metrics have been presented.
6. It is a good idea to list known and unknown issues before problem solving begins. The use of a Recorder is recommended.
7. How decisions are reached and the specific actions and who is responsible for these should be noted in the minutes.
8. All participants should have the right to challenge, in a constructive manner, premature problem solving.

### **Notes**

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