

Meeting tutorial

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Overview: communication, part 2

- Now that we use groupware, why meet?
- Types of meetings
- Meeting roles
- Preparing a meeting
- Conducting a meeting
- Recording a meeting
- Questions?

- First team meeting

Now that we use groupware, why meet?

What is a meeting?

“A meeting is a gathering where people speak up, say nothing, then all disagree.”

Disadvantages of face to face meetings:

- Low bandwidth
- Difficulty to schedule
- High cost
- Difficulty to stay awake

Why meet?

Nonverbal communication is essential...

- to understand,
- to negotiate,
- to convince,
- to motivate,
- to make decisions, and
- to move on.

Types of meetings in PAID

Team status (weekly)

- Status of each team member
- Decisions on open issues
- Plan for subsequent week

Project status (weekly)

- Same as for team status at the project level

Project/client review (~monthly)

- Review of deliverable (e.g., *RAD*, *SDD*, *ODD*)
- Formal presentations by teams

Meeting roles

- Facilitator
 - Prepares the agenda
 - Interrupts people who talk too much
 - Gives floor to people who don't talk enough
 - Uses agenda to focus the meeting and reach decisions
- Minute taker
 - Records the discussion
 - Keeps track of decisions and actions items
- Time keeper
 - Reminds meeting participants of passing time
 - Allows facilitator to make the discussion progress

Preparing a meeting

- Primary facilitator prepares an agenda
 - Purpose
 - Desired outcome
 - Status items
 - Discussion items
- Agenda on bboard 24 before meeting.
- Members comment on agenda (on bboard)
- Agenda is revised by facilitator.

Preparing a meeting: example agenda

1. Purpose

- Become familiar with project management roles for a medium-scale project with a 2-level management hierarchy.

2. Desired outcome

- Members know the difference between role and person
- Roles are assigned
- Regular meeting time & place is decided

3. Status

- Introduction of team members

4. Discussion

- Schedule regular meeting time & place
- Assign meeting roles (facilitator, minute taker, time keeper)
- Assign team roles (toolsmith, webmaster, document editor)

Preparing a meeting: example agenda (2)

Netscape: PAID2 Off Topic Testing: Agenda for 10.11.98

discussion
agenda

Submit Close Mark Public - Private Mark Expired- Unexpired

Submitted by **Allen Dutoit** Category or enter new: **Public**
on 11.11 at 13:43

Key Particulars	Key Roles
Name of Meeting: <input type="text" value="Ignore this"/>	Primary Facilitator: <input type="text" value="Allen Dutoit"/>
Date of Meeting: <input type="text" value="10.11.98"/>	Secondary Facilitators: <input type="text" value="All"/>
Start Time: <input type="text" value="12:00"/>	Timekeeper: <input type="text" value="TBD"/>
Location: <input type="text" value="here"/>	Minute Taker: <input type="text" value="TBD"/>

Do **not** send notice again

Send notice to:

- PAID2 Administrators
- PAID2 Architecture
- PAID2 Authentication & Security
- PAID2 Clients
- PAID2 Coaches

Please select the groups and/or individuals you want to notify

- Alexander Zeilner
- Allen Dutoit**
- Andreas Loehr
- Anton Tichatschek
- Asa MacWilliams

Purpose of the Meeting

To learn how to meet and not to meet.

Desired Outcome

Members know and practice efficient meeting skills

Conducting a meeting

Agenda is frozen when the meeting starts

Status

- Round table, each member has 1 min to describe his status
- Information sharing items

Discussion

- Issues are negotiated and resolved, one at a time
- Resolving an issue will generate action items

Wrap up

- Minute taker recaps actions items
- Members criticize the meeting

Meeting heuristics

- Listen actively
 - Don't pick a fight if you do not disagree
- Participate actively
 - Say what you think now, later will be too late
- Be punctual
- Be willing to compromise
- Share responsibility
- Check process and ground rules

Recording the meeting

Minute taker records the meetings including:

- Status items
- *Issues* that were discussed
- *Proposals* addressing the issues (including the discarded ones)
- *Arguments* for and against each proposal
- *Resolutions* of each issues
- Action items implementing resolutions

Minute taker posts the recorded minutes as a response to the meeting agenda within 24 hours of the meeting

What now?

- First team meeting with your coach
- Your coach will be the facilitator for the first team meeting
- A volunteer designated by the coach will be the minute taker
- Only core teams meet now, cross functional teams will meet later