

What goes wrong in (virtual) meetings ?

people multi-tasking
doing something else
bad time management
no mic mute
people don't follow up
bad connection
talking while on mute
people don't prepare
useless meeting
no clear goal
people don't engage
no camera's on
no body language
people are spoiled
brain storm with group
not sticking to agenda

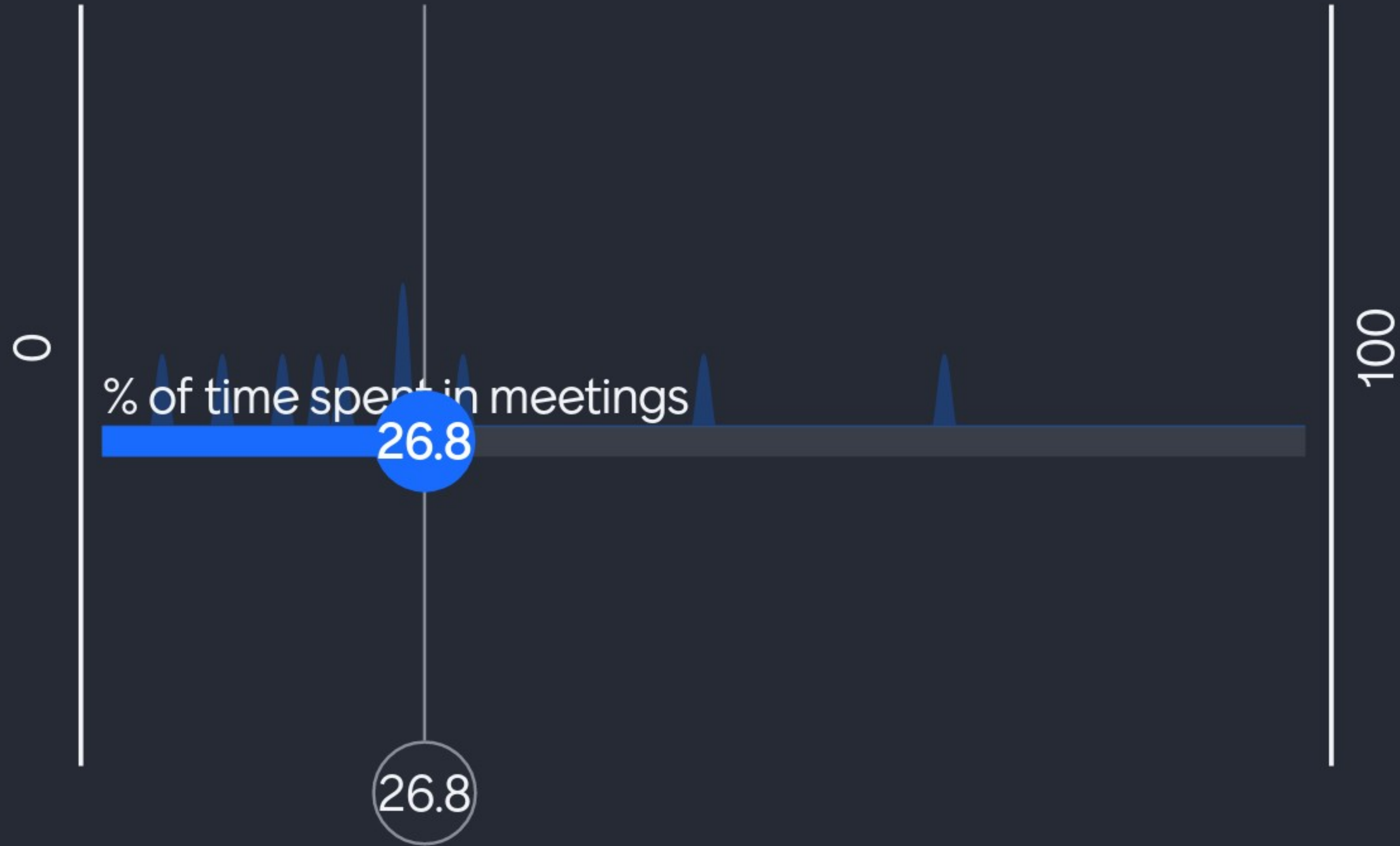
What's wrong with meetings ?



not really an issue

causing real problems

How much of your working time do you spend in meetings?



One thing you will do to improve meeting quality?

Agenda

Agenda + action points

Asking actively for breaks.

start with the ending of the meeting in mind

Minutes

Clear objective & follow up

Clear instruction, agenda and role of participants

State the objective in terms of a verb

Make sure everyone knows their role in the meeting

One thing you will do to improve meeting quality ?

A goal

Clear objectives

clearly describe the topic to discuss and required outcome

Taking notes and keeping agenda.

Communicate clear goals.