

Tagzgen User Experience Strategy: Team Meeting Discipline

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Meeting Discipline

Meetings are often hated by teams, simply because lack of structure leads to people rambling on. It becomes a waste of time for everyone.

Too many meetings are just people sitting around a table, without much direction, boundaries on time, and scope of discussion. That results in lack of attention, people looking at their smart phones, and wasting time.

The solution is to keep meetings direct, and to the point. Have strict time limits on discussion, and keep on track.

Have a predetermined moderator to keep on topic, a note taker, and structure that allows the team to have expectations on both the purpose of the meeting, and anticipated results.

CONCEPT

Structure: Have a basic outline of what is to be discussed.

Dynamic: If something new and interesting is presented, briefly discuss it, and allow further investigation for the next meeting.

Organic: Some meetings are idea generators. Diagram the path on a whiteboard, and let ideas flow.

Fail Fast: If topic is development, discuss fail fast strategy, so that you can quickly discover a path to success.

Expectation: Estimated time of meeting and general expectations.

FOCUS ON GOAL

Profit: The goal of most business is profit. Focus on the overall goal.

Redirect: If the discussion lingers and wanders, redirect to the main topic.

Law of 3s: Try to focus on three things.

Moderator: For each meeting, designate a team moderator, who keeps track of time, and redirects.

Scope: One of the most important aspects of meetings to to define boundaries and the scope of discussion. If the discussion strays, redirect.

60 SECOND RULE

Time: Time is valuable. Limit questions and answers to one minute. Seem short ? If you can't summarize what you want to say in a minute, then it will result in rambling.

Instagram had its engineers study and determine that the average attention span is 60 seconds or less. If it works well for them, try to implement it with your team. That's not to say you can expand on important topics, but top level issues can be approached in this manner.

Heirarchy: In that 60 seconds, try to review history of why something is, and your resolution.

