

Making Meetings Work

Four Rules for Success

1. There is an identified facilitator
2. The meeting has clear goals
3. There is an agenda
4. The right people are in the room

Tools

- Mind Mapping
- Stickies and Grouping
- Paired Interviews

Better Brainstorming

Creating Consensus

- Heat Map
- Using Space
- Five Finger Voting

- Ask the group:
 - Who...
 - ...will do what...
 - ...by when?

Next Steps