Meetings

Most Teamwork Occurs through Face-to-Face Interaction in Meetings

• Over 19 million meetings take place everyday in the U.S.

• People spend over ½ their working life conducting, attending, preparing for and following up on meetings

• Almost ½ of all meetings are considered unnecessary by the people who attend

Good teamwork requires effective meetings!

Elements of an Effective Meeting

Roles of the Meeting
Participants

Structure

Interpersonal Skills

Team Roles & Responsibilities

Team Leader

• Leads team through problem solving process
• Invests appropriate amount of time on the project
• Maintains accurate reports of team activities and results
• Prepares for each team meeting
• Provides structure and guidance to allow maximum participation
• Influences team decisions equally with team members

*Teams in Engineering Education, L. Bellamy, et al, NSF Report USE9156176*
Team Roles & Responsibilities

(continued)

Team Member

• Invests appropriate time on the project
• Is committed and fully involved in project
• Participates equally in
  - Defining problems
  - Investigating problems
  - Defining solutions
  - Documenting solutions
• Represents his/her organization’s interest

*Teams in Engineering Education, L. Bellamy, et al, NSF Report USE9156176*
Team Roles & Responsibilities

(continued)

Additional Team Member Roles

• Team Recorder - Writes down all the ideas and material generated during the working meeting

• Team Timer - Makes sure that team stays on its time budget for the various tasks

• Team Devil’s Advocate — Makes sure that opposing ideas are brought up and discussed

Code of Cooperation

• EVERY member is responsible for the team’s progress and success.
• Attend all sessions and be on time.
• Listen to and show respect for the contributions of other members; be an active listener.
• Criticize ideas, not persons.
• Resolve conflicts constructively.
• Only one person speaks at a time.
• Everyone participates – no one dominates.
• Be succinct, avoid long anecdotes and examples.
• Resolve conflicts constructively.
• Pay attention – avoid disruptive behavior.
• No rank in the room.
• Have fun


Adapted from the Boeing Commercial Airplane Group
Documenting Meetings

Date of Meeting: _______________________________________

Present: ____________________________________________________
___________________________________________________
___________________________________________________

Summary of Meeting:
1) 
2) 
3) 

Action Items

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Reported by: ___________________
Peer Evaluation Form

Team Name: ________________________
Assignment Reporting: ________________
Date Reporting: ______________________

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The Brainstorming and Affinity Processes

Purpose
To organize a large set of items into a smaller set of related items.

Guidelines
The rules of brainstorming are followed but each idea is written (in 7 words or less) on a self-adhesive Post-it note or card.

Team members silently move the Post-it cards around to form closely-related idea groups.

If disagreement exists when grouping, make copies of the contested card and place in more than one group.

Label each group with a header card which clearly identifies and reflects the theme of the group.

If there are single idea cards that don't fit well with the other ideas, have the team decide if they should be kept (they may be excellent ideas thought of only by one person).

Team Building Assignment

Meet with your team members to (1) identify potential problems that may occur when working with each other in completing the design project and other team assignments, and (2) propose solutions regarding how your team plans to resolve the top three problems.

Each team will submit a memorandum to the instructor listing the potential teamwork problems identified and the resolutions to resolve the top three problems.

Follow the procedure below to complete this assignment:

1) Assign the roles of team leader, recorder, and time keeper. (1 minute)

2) Individually write down as many potential teamwork problems (3 minutes)

3) Share the potential problems among team members and group similar ones together. Identify additional ones and add to the set. (10 minutes)

4) As a team rank the potential problems according to relative seriousness of causing trouble to team if left unresolved. (5 minutes)

5) Develop strategies or solutions to either avoid or to resolve the top three problems. (15 minutes)

6) Complete team meeting form (minutes), identifying who is doing what and by when, and submit it to instructor before you leave for today. (5 minutes)

7) Write a memorandum to the instructor. Report the list of all the potential problems identified, ranking them according to relative serious. Discuss your team’s strategies or solutions to avoid or to resolve the top three problems (homework assignment)