REVAMP A MEETING

Meeting Name: _____

Choose a recurring meeting with 6+ attendees that you own, or you attend and are invested in.

Typical agenda items: *(e.g. assign an owner to Project, share a ship date change for Feature)*

_____   _____

_____   _____

Looking at those items, which could be asynchronous activities? Which should be synchronous?

	DISSEMINATE INFORMATION	GAIN ALIGNMENT OR SURFACE ISSUES	MAKE DECISIONS
AGENDA ITEMS TO MAKE ASYNC	*Gather feedback* *Gather more data*	*Brainstorm* *Write talking points*	*Schedule deadlines, meetings, etc.*
AGENDA ITEMS TO KEEP SYNC	*Share context-heavy updates*	*Resolve open questions* *Name blockers, assign owners*	*Identify and make decisions*

What will your new agenda include?

AGENDA ITEM	ITEM TYPE	# MINUTES ALLOCATED	PERSON DRIVING	HAVE PARTICIPANTS DO ASYNC WORK
	☐ *FYI* ☐ *Discussion* ☐ *Decision*			☐ *Before* ☐ *After*
	☐ *FYI* ☐ *Discussion* ☐ *Decision*			☐ *Before* ☐ *After*
	☐ *FYI* ☐ *Discussion* ☐ *Decision*			☐ *Before* ☐ *After*
	☐ *FYI* ☐ *Discussion* ☐ *Decision*			☐ *Before* ☐ *After*