Meetings

- Disadvantages of face-to-face meetings
  - Low bandwidth
  - Difficult to schedule
  - High cost
  - Difficult to stay awake

- Why meet then?
  - to understand,
  - to negotiate,
  - to convince,
  - to motivate,
  - to make decisions, and
  - to move on.

Meeting roles

- Facilitator
  - Prepares the agenda
  - Interrupts people who talk too much
  - Gives floor to people who don't talk enough
  - Uses agenda to focus the meeting and reach decisions
- Minute taker
  - Records the discussion
  - Keeps track of decisions and actions items
- Time keeper
  - Reminds meeting participants of passing time
  - Allows facilitator to make the discussion progress

Preparing A Meeting

- Primary facilitator writes an agenda
    1. Purpose
    2. Desired outcome
    3. Status items
    4. Discussion items

- Facilitator posts agenda 24 hours before meeting
    - Members post feedback on agenda.
    - Facilitator revises agenda.

Conduct meeting

- Agenda is frozen when the meeting starts
- Status
  - Round table, each member has 1 min to describe his status
  - Information sharing items
- Discussion
  - Issues are negotiated and resolved, one at a time
  - Resolving an issue will generate action items
- Wrap up
  - Minute taker recaps actions items
  - Members criticize the meeting

Conduct meeting: heuristics

- **Listen actively**
  - Don't pick a fight if you do not disagree
  - Participate actively
  - Say what you think now, later will be too late
- **Be punctual**
- **Be willing to compromise**
- **Share responsibility**
- **Check process and ground rules**

Record meeting

- Minute taker records the meetings including:
  - *Status items*
  - *Issues* that were discussed
- *Proposals* addressing the issues (including the discarded ones)
- *Arguments* for and against each proposal
- *Resolutions* of each issues
- *Action items* implementing resolutions
- Minute taker posts the minutes as a response to the meeting agenda within 24 hours of the meeting

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BBoards

- Web-based communication

- One-to-many communication

- Used for meeting agendas & minutes, status notifications

- Rhetorical model for Issue Resolution

ARENA BBoard Issue Models

- Semi structured notation for capturing rationale as decisions are made.

- Nodes are pieces of natural language text

- Links represent relationships between nodes

generalizes

is-suggested-by
replaces

Issue ?

is-suggested-by

responds-to

is-suggested-by

supports +

Position !

objects-to -

Argument .

Other