If I were the boss of you, this is how all meetings would be run.

#IRunMeetingsNotShips #MakeTaraTheBoss #CheckOutTheNounProject ♪StarShipsWereMeantToFly

Introduction Waterfall

Response to the questions below in the chat and hit send when the alarm goes off.

- What's your name?
- What's your meeting pet peeve?

Caveat

Before we get started
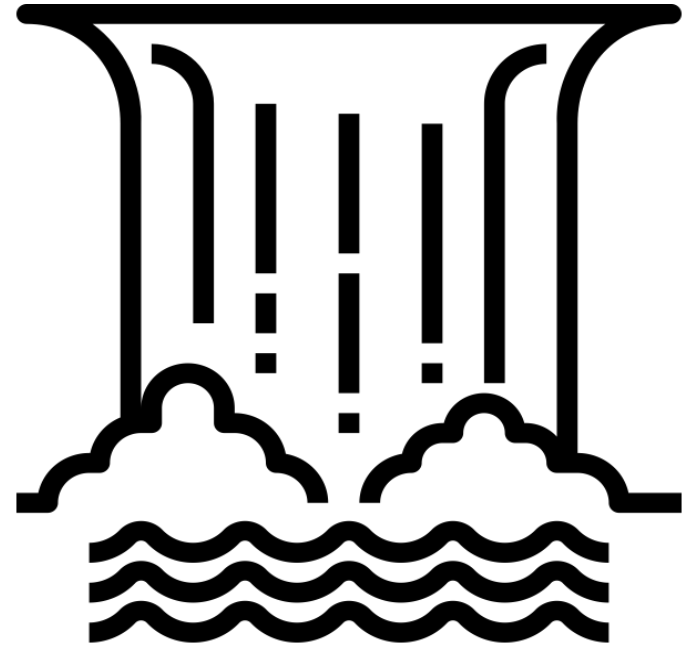
Think before you schedule.

- What is the purpose of this meeting?
- What do you want out of it?
- Who needs to be in the room for success?
- Would you schedule this if it cost $100/hour?

wut

Is this a...
- Meeting?
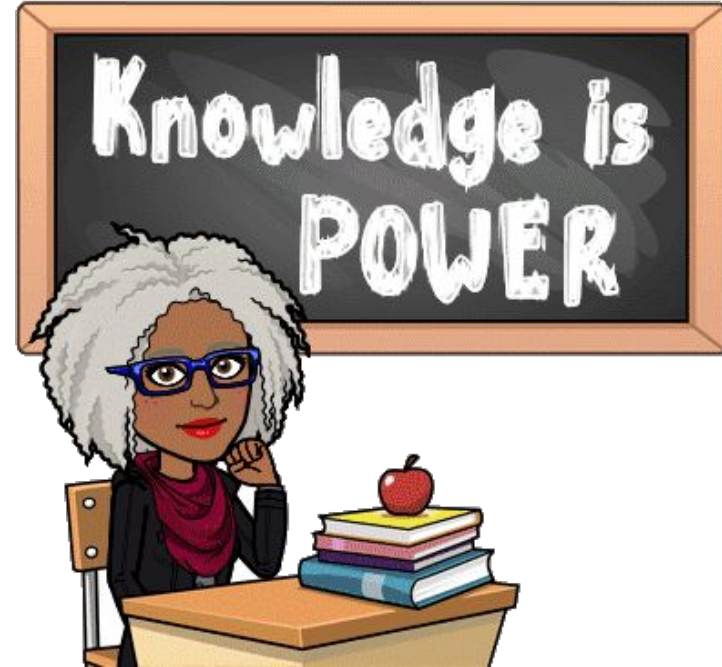- Check in?
- Community building?

Know your audience
- Tailor content to them
- Build in interaction

Know your people
- Will they be on time or need to leave early? If so, shorten your meeting.
- Will they come prepared? If not, build that into the meeting.
- Put appointments on calendars and include *all* the things.

Committee Meeting
Wednesday, January 20 at 10:00-11:00 am
Zoom https://tinyurl.com/

This gives folks time to come into the meeting late.

=42 min

Head's up

Links to resources

Topic	Who	Time	Prep
Community building & conversation	Everyone	2 min	
Introductions & Housekeeping • Review resources: Shared OneDrive Folder • Ground rules	Chair	5 m	OneDrive https://tinyurl.com/ Ground rules https://tinyurl.com/
Break out room • Discussion question	Everyone	15 m	Committee feedback https://tinyurl.com/
Large group • Discussion question	Everyone	20 m	
Next meeting • Topic 1 • Topic 2			

#GoodAgendasMakeGoodFriends #AdmitYourMeetingWon'tStartOnTime

Know your audience

- Tailor content to them
- Build in interaction

- How do people communicate? In person, Zoom, hybrid
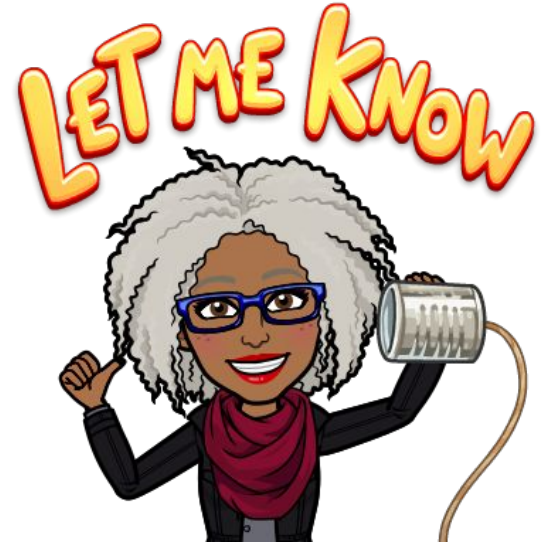- How do you respond to distractions, disruptions, etc?

Ground Rules

Acknowledge when sh*t happens

Protect your energy

#I'mSoTired #TeaIsTheBest

Thank you