

ME4054: Design Projects
Effective Meetings Activity
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Situation: Your team is working on a project sponsored by 3M to develop a new Scotch tape dispenser. You met your project advisor for the first time yesterday. Next week you will be visiting the advisor's company. You are about to engage in a meeting, the purpose of which is to prepare for the visit to make it as productive as possible. Discuss what you need to do to prepare for the visit.

Based on the suit of your card, you have been assigned roles in the meeting. Read your section below and the agenda (back side) to prepare for the meeting. The meeting will begin in one minute and must result in action items at the conclusion.

Roles:

♦ *Diamond: Leader/Facilitator*

- Develops and distributes agenda 24 hours in advance
- Guide and lead discussions, sticking to agenda and staying on time
- Gatekeep to prevent dominance "That's a good thought, let's hear from the others"
- Get quiet people involved "Erica, you've been quiet, what do you think about this"
- Keep conversation focused on the topic. Tactfully end discussions when they are getting nowhere or becoming destructive or unproductive. "We're getting off track, let's focus on the agenda items."
- Contribute to discussions, brainstorming, and undertaking action items

♥ *Heart: Scribe*

- Takes notes during the meeting and records decisions
- Record all action items (what, who, deliverables, and when)
- Sends out meeting minutes to the team within 12 hours of the meeting and uploads to shared drive
- Contribute to discussions, brainstorming, and undertaking action items

♠ *Spade: Time Keeper*

- The timekeeper reminds facilitator when time is almost up for a given item.
- Contribute to discussions, brainstorming, and undertaking action items

♣ *Club: Contributor*

- Contribute to discussions, brainstorming, and undertaking action items
- Read meeting minutes after meeting
- For this activity, feel free to play the role of "problem" team member by being excessively dominant or quiet