

# PRODUCTIVE & ENGAGED MEETINGS

## DASHBOARD

---

### BEFORE

Did you send out:

- Invites
- Video call link
- Room reservation
- Agenda
- Preparation tasks
- Prereading materials

### DURING

Meeting KPIs:

- All presentations completed
- Q&A per presentation
- All participants heard
- All necessary decisions taken
- Next steps agreed
- Time kept per presentation

Roles & Rules:

- Minutes taker appointed
- Time keeper appointed
- Moderator appointed
- Decision method agreed
- Time allocation agreed

Meeting participation:

- Equal involvement of all
- Constructive atmosphere
- Interaction activity

### AFTER

Minutes:

- Draft sent out
  - Comments received
  - Comments included
  - Final version sent out
  - Final version approved by all
- Next meeting:
- Date & time agreed