

Our Meetings Manifesto

- ✓ All meetings must have a clear **purpose statement & agenda**, and the Chair should stick to it.
- ✓ **Meeting Invite should include** the purpose statement and agenda, plus any prep required & location (e.g. café name, gotomeeting). Otherwise – no meeting!
- ✓ Have meetings in unusual places where possible, particularly for brainstorming sessions (e.g. the beach, a park).
- ✓ **Time:** Leave a buffer of at least 15 minutes before/after all other meetings. Start meeting not on the hour if possible.
- ✓ Be **meeting-ready** 5 mins before start time & give yourself the gift of centering for a couple of minutes. Collect your thoughts & your key messages, or simply power pose, take some deep breaths or meditate!
- ✓ In team meetings (e.g. Daily Huddles, Ninja Away Days) make time for **fun** (e.g. icebreaker), **meditation**, celebrating success & humanness.
- ✓ To make the best use of everyone's time, note that certain meetings might need a **minimum number** of attendees to go ahead.
- ✓ Looking ahead, if you think you might need to **reschedule** or drop out of a meeting, do with enough notice (preferably 7 days), and with a really good reason! Send your updates or any prep work to the Chair prior to the meeting.
- ✓ **Chair:** Be aware of talking over each other or of those who haven't yet had a chance to contribute.
- ✓ **Take turns** chairing where possible.
- ✓ TPHQ: Wednesdays are a **no-meetings days** (internally).
- ✓ **AUGUST:** No meetings month at TPHQ, to focus on solo project work (exceptions: unavoidable client meetings).

And Finally!

We encourage everyone to keep asking these questions:

Am I really needed at this meeting?

Is this meeting necessary?

Is this the best use of everyone's time?