

Gp 1

Our meetings culture: types, purpose etc

pre-meetings

workshop

ad hoc
meetings

internal v.
with external
stakeholders

formal v.
informal

staff/team
management
meetings

inclusive
v.
exclusive

consensus-led
meetings

stand-up
meetings

What motivates or demotivates you in meetings?

Lengthiness

lack of
clarity

verbose
people

hierarchical

lack of
agenda

good
organisation
and
preparation

clear
agenda
and
outcomes

short notes in
the end,
instead of
lengthy
minutes

active
participation

rights
people in
the room

unsuitable
participants

passive
participants

distractions

Gp 2

Our meetings culture: types, purpose etc

**meetings
for the
sake of
meeting**

concrete
results and
decide on the
way ahead

**planning
meeting**

limiting
meetings to
leave time for
staff work

**project
oriented/results
oriented meetings**

**coordination
meeting**

What motivates or demotivates you in meetings?

**Clear
agenda**

Clear
purposes/

**Culture of
consensus**

Good
chairpersonship
skills

**Meetings
that have
an
outcome**

No
opportunities
for everybody
to present
good ideas

**weak
agendas**

Meetings used
to support
own narrow
perspective

Length

**Deviate
from
agenda**

Poor
preparation \
poorly
embedded in
work
processes