

DISCUSSION DOCUMENT™

Topic: Planning Your Next Meeting

Date – Time – Duration - Location

Participating

You and your collaborator

Why are we here?

- To discuss the meeting re:

What do we want to leave with?

- A Discussion Document™ (DD) for the meeting.

What's in it for you?

- Clarity and understanding about the meeting.
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What is not expected?

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Important Things to Understand

- PowerMeetings™ Users Guide
- Meetings must produce a tangible, concrete output. Usually a document of some sort, e.g., a list or a pre-defined template filled in.
- In planning the meeting, it is desirable to have seven Categories of Discussion Points with three well-thought-through, open-ended questions each, but not imperative.
- After we complete the DD, we will review it using the Checklist (page 37 of the Users Guide).
- Fill out the footer with name and contact information.

Wrap-up

- What did you like best or find most interesting about this meeting?
- How could this meeting have been more productive/effective?

DISCUSSION POINTS

1. Topic

- What is the general topic of the meeting? What is the meeting about?

2. Why are we here?

- What is the purpose of the meeting? What will be discussed?

3. What do we want to leave with?

- What is the goal of the meeting? What is the desired, tangible output, i.e. what will the participant's produce during the meeting?

4. Participating

- Who needs to attend in order to achieve the goal of the meeting?
- Who will facilitate the meeting?

5. What's in it for you?

- What are the short-term benefits to the participants in attending the meeting? How will we keep them in their seats for one hour? What's in it for the participants?

6. What's not expected?

- In order for the meeting to run smoothly, what won't be talked about? What topics do we want avoided?
- What might we expect to happen that we want to prevent from happening? What could ruin or kill the meeting?
- What behaviors will not be tolerated?

7. Important Things to Understand

- What information will be useful to provide a context for the participants?
- What would provide a background to the participants that would help them understand the issues surrounding the meeting? What has taken place thus far to get us to this point? Why is the topic being discussed now?
- What do we want them to know about how the meeting will be conducted, e.g. protocol? What are the rules of conduct?
- What concepts need to be understood by all in order to participate in the discussion? What terms do we want clearly understood by all?
- What information needs to be shared with the group prior to continuing discussion and that will lead to intelligent discussion? Who will be presenting?

8. Discussion Points

- What does a draft of the output of the meeting look like? What "sections" are in it?
- What categories are there for which questions could be derived? What questions need to be asked to attain the output?

9. Date – Time – Duration – Location

- On what date will the meeting be held? What time will it start? How long will it last? Where will it be held?

10. Wrap-up

- What changes could we make to the two questions in the section?
- How can we acknowledge the contribution of participants?