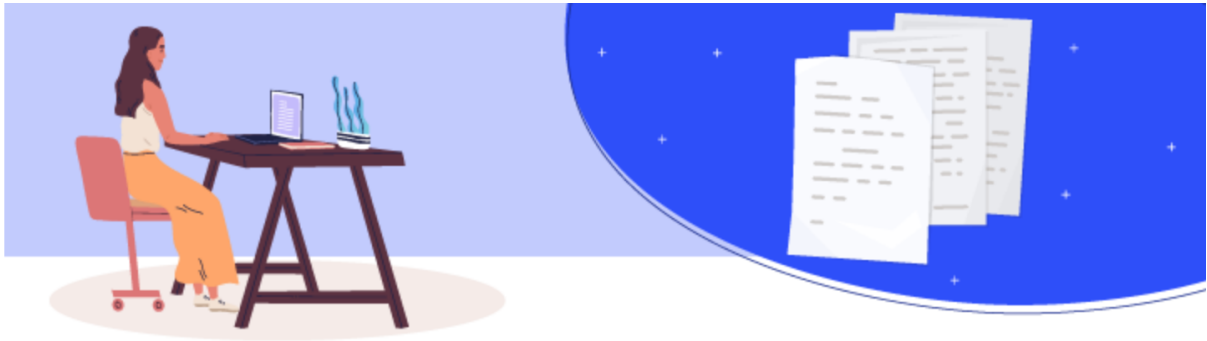


OPENCLASSROOMS

[Day-to-day team management]

Suggested answers



[Preparing and facilitating your team meetings]

[Over to you]

Date: Wednesday 12 April, 2.50 pm

Subject: Meeting Monday at 11am for our first weekly team meeting

Hi team,

In our one-to-ones we've been discussing the need to meet and start the week together. I've therefore set up a weekly meeting at 11 on Mondays in the meeting room.

Each of you is invited, whether in person or remotely. Those not working on site that day can join via the following link <https://fictive-link.com>.

This weekly meeting will not take longer than 30 minutes [1]. The goal is to ensure we each have a clear view of the progress on our projects and priorities for the week.

It will follow the following agenda [2]:

- In turn, each attendee gives an update on progress made with ongoing projects (all)

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- Reminders of deadlines and meetings in the week ahead (Jane)
- Raising needs and obstacles to progress (as required)
- Each in turn mentions their individual priorities (all)

Each week, one person from the team will be tasked with taking note of the priorities and sharing them in our team chat in the Company Social Network. We will go round the table in alphabetical order and will therefore begin with Charlie for this first session. Erica will take over next week and so on.

I encourage you [3] to prepare just a few words on your progress to share with the rest of the group, as well as any needs you wish to highlight together with the 3 priorities that will occupy you during the week ahead. Please do this before you leave on Friday each week.

Don't hesitate to get back to me if you have any questions about this new meeting, otherwise...

See you on Monday!

Jane

[1] A weekly kick-off meeting need not be long. With 5 people in attendance, 30 minutes is sufficient time to cover all the points on the agenda. Setting a timeframe will help you become more efficient during the meeting as everyone will be conscious of the need to keep things brief.

[2] The purpose of the meeting is to prepare for the week and keep the team informed of the progress of different projects under way. Be aware that the responsibility to set the time limits and goals falls to you; this is not a responsibility you can delegate.

[3] Depending on the culture of the company the tone of your email may be more or less formal. In general, you should opt for a warm, approachable style, and avoid being too domineering as much as possible.