Meetings

Getting the most out of your meetings

No matter your role, everyone has meetings. A common sentiment among Software Engineers is that meetings are a waste of time and are a distraction from coding. The reality is that meetings serve many purposes and a crucial function for building software at any sort of scale. The purpose of this exercise is to highlight the different functions of meetings so you have a better idea of how managers spend their time and so you can get the most from all of your meetings

Meeting purposes

- *Planning*
- *Brainstorming*
- *Morale / culture*
- *Sharing information*
- *Getting information*

Let's identify the purposes of each meeting

Note: meeting can have multiple purposes

Type	Purpose				
	Planning	**Brainstorming**	**Sharing information**	**Receiving information**	**Morale/Culture**
standup	☐	☐	☑	☑	☑
1:1	☑	☑	☑	☑	☑
all-hands	☐	☐	☑	☑	☑
team meeting	☐	☑	☑	☑	☑
project meetings	☐	☑	☑	☑	☐

What are some other purposes for meetings?

Identify the roles for each meeting

Type	Owner	Information producer	Who are the consumers?	Information consumer	Who are the producers?
standup	☐	☐		☐	
1:1	☐	☐		☐	
all-hands	☐	☐		☐	
team meeting	☐	☐		☐	
project meeting:	☐	☐		☐	

Describe your role for meetings that you own

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