

If you had a manager who ran meetings effectively, how might the meeting that began this meeting agenda and asked if there were any questions instead of taking meeting time to read meeting agenda and asked if there were any questions instead of the announcements with the announcements. Second, instead of engaging in brainstorming that might lead to groupthink, the manager may have chosen to invoke a period of silence in which people individually (on notecards or an electronic whiteboard) brainstormed their ideas and made them available to the group before anyone talked about the topic. Finally, a shared document of the bylaws revisions could have been made available to everyone beforehand and any editing suggestions collected and presented as alternatives, so people were not trying to write or edit the bylaws on the spot. If meetings are reserved for the content that must be accomplished as a group, they generally require less time, lead to better solutions when there are problems to be solved, and promote active engagement by the participants because they know the concentrated time they have together will be well spent. While these changes may not have affected the amount of time people spent on the tasks involved in the meeting, they could have been scheduled into each person's day/calendar where they fit. I might read announcements when a teleconference ends early. The same could be done for progress reports so the only items shared in the meeting were breaking news and complex ideas. For example, I could read progress reports while I was waiting for another meeting to begin.