

## Better Project Meetings

### *3 Tips for increasing productivity and effectiveness of project meetings*



*Resource provided by Domenico Moccia*

10 June 2017 – Milan, Italy – Access to a new resource has been added to the PM World Library related to project management teamwork and leadership. The new resource is titled “**Better Project Meetings in 3 Steps**”, published on an online blog, Prevuplan.com, by Brad Egeland, a business solution designer and IT/PM consultant and author.

The author, in the first lines, emphasizes the fact that meetings are often seen by the employees as an interruption of their daily tasks, though they are fundamental to gathering information and updates about the project; this is the reason why project leaders need to figure out how to increase the interest and the attendance of the team.

According to the author, it is possible to do it by three ways: deliver a concise agenda in advance, four to six bullet points long, with an up-to-date status report along with it so everyone can review project status prior to the meeting; have a clear direction and invite only the persons who are really important to the goal, avoiding to invite all the project members even if they are not needed; hold just the relevant meetings that really have a purpose, thus people will be more willing to attend the next ones.

As a conclusion, using these three key principles, the project leader will gain the reputation as a good meeting planner and facilitator and will increase the productivity and effectiveness of the meetings.

To access this new resource, go to the Applications and Hot Topics section of the library at <http://pmworldlibrary.net/applications-and-topics/>, click on “Teamwork and Team Leadership”, scroll down to resource. Must be a registered member and logged-in to access.

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For post in PMWL:

**Better Project Meetings in 3 Steps** – Article published on the online blog Prevuplan.com by Brad Egeland, a business solution designer and IT/PM consultant and author. Created and available from the online blog Prevuplan.com at <https://prevuplan.com/better-project-meetings-3-steps/> (Moccia)

URL for page in the PMWL for post: <http://pmworldlibrary.net/teamwork-and-team-leadership/>