

Meeting one-pager

WHEN	WHO FILLS IT IN	THEN
MEETING	DATE	CALLED BY

1 Before you send the invitation

if you cannot fill this in, cancelling is quicker

QUESTION WE ARE ANSWERING	ANSWER
COULD I DECIDE THIS ALONE?	ANSWER
WHO ACTUALLY ANSWERS IT	ANSWER
WHO DECIDES	ANSWER
WHAT PEOPLE SHOULD READ FIRST	ANSWER

2 What it produced

written during the meeting, not after

THE DECISION	OWNER	BY WHEN

THE THREE KINDS OF MEETING · ONLY ONE NEEDS EVERYBODY IN A ROOM

To decide something. The only kind that genuinely benefits from being live.

To make something together. Needs the people who will do the work.

To tell people something. Should almost always be written instead.

Trouble comes from all three at once. Forty minutes of status leaves twenty for the decision.

Seven people in a weekly hour is roughly 322 hours a year, about two months of one person. Ending a sixty minute meeting at thirty-five should be normal rather than a triumph. Audit the recurring ones once a year and cancel anything nobody can name an output for.