

# Daily Meetings

## Top tips and Q&A session

11am | 25th March 2020 | Online (Google Meet)

Thank you everyone who joined the session with our Company Directors, Rhiannon & G. The session covered top tips for daily meetings, followed by Q&A. Here is a recap of the session.

### Top Tips

Keep them short (10-15 minutes is ideal)

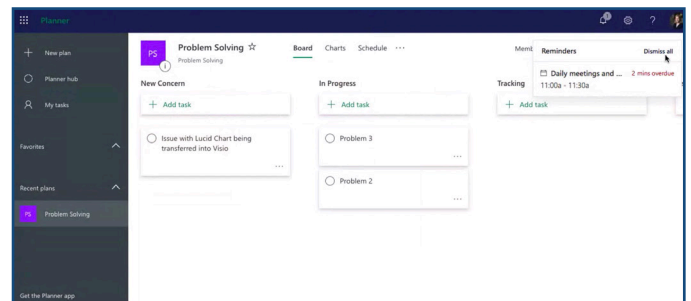
Do it at the same time every day - preferably first thing in the morning

Have someone lead the meeting (ideally not the same person every day)

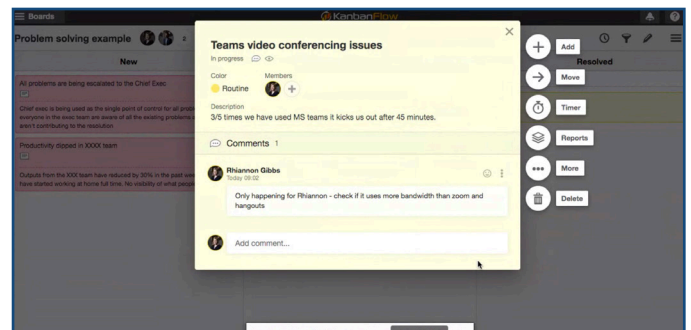
Have a simple agreed agenda. Include things like:

- Problems - new, allocate, updates
- Priorities for the day ahead & barriers to achieving them

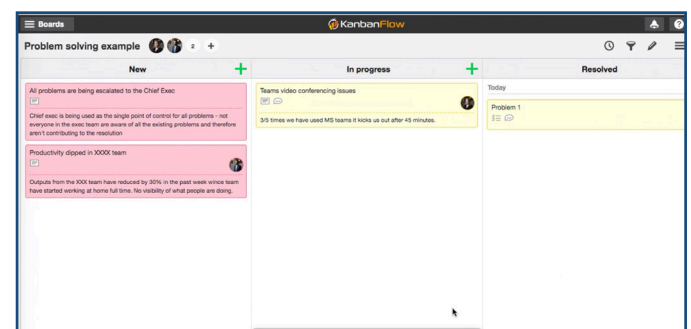
Use something visual to support your meetings. E.g. Piece of paper, word doc, slide, system like Kanban Flow or MS Planner



Example of MS Planner



Example of Kanban Flow



Example of Kanban Flow



# Q&A session with Company Directors, Rhiannon & G



Q1

**Some people are struggling to use the call technology. How do we resolve?**

**Answer:** You don't need technology. It can be as basic as a conference call where someone makes notes. These can be distributed afterwards by email or the note taker can recap at the beginning of the next meeting. So, technology should not be a barrier. Get started tomorrow, even if it's just pen & paper!

Q2

**The meetings go on too long. How do I keep them short?**

**Answer:** Define and allocate the problems on the call, then deal with the issues separately off the main call. Make sure that everyone understands the issue that you're solving and provide updates.

Q3

**Who should be part of the meeting?**

**Answer:** The manager and their direct reports. So if you're an Exec, it's your Head of Services or Directors. If you're a Head of Service, it's your Managers. And if you're a Manager, it's your team members.

Q4

**People aren't taking ownership of the problems. How do we resolve this?**

**Answer:** Making sure that you have a daily update can help. Don't step in and do it for them - let them search for the solution themselves.

Q5

**What happens if someone can't make the meeting?**

**Answer:** Go ahead regardless, there's one every day. Just catch up with them at some point during the day. Get the meetings in the diary, so there are fewer reasons to miss a meeting and set a time that works for the majority.

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If you missed our session and want to discuss your situation, we're happy to have a chat with you one-to-one (free of charge).

Message **Rhiannon Gibbs** or **Gurdeep Gahir** (G) on **LinkedIn** to arrange.