

Revamp a meeting

Choose a recurring meeting with 6+ attendees that you own, or you attend and are invested in.

Meeting Name:

Typical agenda items: (e.g. assign an owner to ABC, share a ship date change for Feature)

Decide which of those agenda items should be asynchronous or synchronous activities.

	Disseminate information	Gain alignment or surface issues	Make decisions
Async	Gather feedback Gather more data	Brainstorm Write talking points	Schedule deadlines, meetings, etc.
Sync	Share context-heavy updates	Resolve open questions Name blockers, assign owners	Name and make decisions

What will your new agenda include?

Item	Type	Time	Person	Async work
	<input type="checkbox"/> FYI <input type="checkbox"/> Discussion <input type="checkbox"/> Decision			<input type="checkbox"/> Before: <input type="checkbox"/> After:
	<input type="checkbox"/> FYI <input type="checkbox"/> Discussion <input type="checkbox"/> Decision			<input type="checkbox"/> Before: <input type="checkbox"/> After:
	<input type="checkbox"/> FYI <input type="checkbox"/> Discussion <input type="checkbox"/> Decision			<input type="checkbox"/> Before: <input type="checkbox"/> After:
	<input type="checkbox"/> FYI <input type="checkbox"/> Discussion <input type="checkbox"/> Decision			<input type="checkbox"/> Before: <input type="checkbox"/> After: