COO proposals

Those points were discussed during an extra lesson with Jari, Hakan and Lidia to improve the effectiveness of team meetings. Also, some general aspects of the COO role were pointed out.

Before a meeting

The COO should..

> …set the scope of a session
> ...define the outcome of a meeting
> …prepare an agenda → be realistic with what can be done
> …set a timeline → set time for each topic you want to discuss
> …prepare methods which could be used (brainstorming, mind map, splitting group)
> …set milestones with smaller goals, short feedback sessions after each milestone to reflect, to see the progress, to find difficulties, make sure all persons are on the same level

During a meeting

The COO should…

> …create in the beginning a mutual understanding of the current situation (take some time that everybody is on the same page before the actual meeting starts)
> …clarify roles like at the beginning (timekeeper, documentation, …)
> …create within the 'boundaries' of the agenda mutual goals for the session
> …explain possible group working methods
> …set working times accordingly to possible changes in procedure
> …split tasks into smaller fragments
> ...generate open-minded discussions to create ideas, don't argue about specific ideas
> …direct discussions to reach a predefined goal
> …make sure that after every bigger decision all team members agree with the result
> …make sure that all team members are integrated in the meeting
> …try to visualize the progress and the current state of the meeting to provide transparency and orientation
> ...ask the team members for their feelings about making a decision and after making a decision

In the end of every meeting

The COO should…

> …create a common understanding
> …reflect about how the group succeed within the meeting
> …address the feelings of team about the results
> …upload documentation of the main outcomes

General advice

…set a COO reflection meeting after every sprint
...remind the other team members of doing tasks, to hold deadlines and regularly check Trello to document the progress
...give clear responsibilities to the team members, e.g. assign tasks to individuals in Trello