



# 7 tips

to turn a routine status meeting  
from *“ho-hum”* to *“yee-ha!”*

*Few events do more to drain the life out of a team than a regular status meeting.* Their recurring nature means participants often fail to prepare, and simply join in rather than truly show up. But scheduled virtual get-togethers are vital to track progress, communicate critical milestones and move projects forward. These seven tips can help you shift the meeting mind-set from apathy to achievement.

# 1

## Identify essential participants

Limit status meeting invitations to decision makers, information providers and those most affected by the session's outcome. Consult the project stakeholders in advance to ensure you haven't missed out any key perspectives.



# 2

## Set an agenda that actively encourages input

Online participants tend to get distracted by email or multi-task during status meetings. Keep them engaged with online idea generation, visualisation exercises, fill-in-the-blank statements or "top three" lists.

# 3

## Establish a mute protocol

Participants may choose to mute their own phones to reduce background noise and improve sound quality. But this can lead to people being unable to respond without an embarrassing pause, or going unheard altogether. As the moderator, you can ask attendees not to mute themselves and instead mute and unmute individuals or all attendees when input is required.



# 4

## Remember: attention spans are short

The typical participant can maintain concentration for about ten minutes at a time. Try pausing after every third slide to check whether everyone's following or has any questions. You can also time-cap your meeting to, say, 45 minutes rather than an hour, to keep everyone focused.

# 5

## Avoid questions like "Does everyone agree?"

Remote attendees can't easily answer a question posed to the group without talking over one another, or may feel reluctant to pipe up against a perceived consensus. Try using the Open Chat feature to solicit audience feedback instead.



# 6

## Be a traffic cop

Remote participants often don't know when it's their turn to speak, or a single dominant individual can end up monopolising air-time.

Go around the "table" inviting each participant to speak for 30 seconds with the option to pass if they have nothing they wish to contribute.

# 7

## Bring solutions, not problems

Trying to come up with solutions in a status meeting can eat up valuable time, lead to circular debates and affect the morale of the whole team. Invite attendees to raise issues in advance of the session in a group chat and prepare to bring solutions to the meeting.



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