

Staff Meetings

Staff meetings are an essential tool of project management, and when they are done efficiently, they keep projects on track by finding challenges early and addressing them promptly. A successful project involves completing many smaller tasks in a timely and coordinated manner. While the focus appears to be on individual contributions, tasks can be carried out by one, some, or all of the team members – each task will have a point person that assumes responsibility for its completion.

The structure of a staff meeting is typically:

- 1) General announcements from the project leader.
 - a. This is where any client requests for changes to the requirements are reported to the group.
 - b. If this team is part of a larger project, news from that project are also brought to the group's attention.
- 2) Individual reports of progress.
 - a. Each team member will discuss their progress on the task(s) they had promised to complete by the time this meeting occurred, or what the progress is for a multi-week task.
 - b. If the progress has not met the previous promise, the team needs to discuss what is required to get the task back on track. The responsible individual may need more support or time. Resources must be committed to keep this from bottlenecking the entire project.
 - c. A significant part of your grade will be based on your ability to schedule yourself to accomplish tasks and complete them. One who lets their team down can receive a much lower grade than the others on an otherwise successful team.
- 3) Team discussion of future direction
 - a. Often, this can just be a “stay the course” affirmation.
 - b. Some changes and realignment can be made here.
- 4) New promises are made.
 - a. Each individual states, for the record, what tasks they will do before the next staff meeting.
 - b. The team confirms that sufficient resources are available to accomplish the task.

Document: Each staff meeting should be documented with detailed meeting minutes. The meeting minutes should be headed with an Executive Summary. The Executive Summary is a single paragraph that is written for the client that captures the highlights of the meeting and informs the reader of the status of the project. The Staff Meeting Minutes should be promptly emailed to the client, and any response should be relayed to the team as needed.