

Effective Meeting Arrangement

- Include appropriate participants that will make decisions
- One meeting to cover multiple time-zones
- Detailed agenda
 - Include hyperlinks to reference documentation
- Rely on meetings when deep discussions required
 - If team is responsive, tasks can be taken care of via email
 - If confusion or gaps are evident in email communication, step in and arrange a working session to resolve
 - Clogging your calendar will prevent you from completing tasks