

### Why

Often too many different topics are covered in a meeting making it overly long and complex. Separating different kinds of topics and dealing with them in separate, shorter meetings can be more effective. Certainly, meetings on what is going on in the primary process (within a team or cross-functional team) should also be held more often and to ensure there is strong alignment.

### What

A short (15 to 30 minute) practical meeting every day or several times a week in which you brief each other on progress and difficulties.

### How

Ask people to prepare and to come to meetings ready to participate in the following:

- Briefly state what is going well.
- Briefly state what needs attention.
- Do a quick round to hear everybody's input (1 to 2 minutes per person).
- Then, tackle the main issues that need attention.

### When

When there is a need not for long meetings but for short, coordinated moments within the team or cross-functional team.

### Possible workshop exercise

Practice the method on a chosen subject. Apply the different steps, e.g. in one minute, everyone describes what is going well and what needs attention, highlighting the points that need attention and deciding on action.

If it is the right time you could apply this method to determine how training is going or how effectively you are working in your group in the workshop.

### Skills and necessary training

The skill to keep people focused, to keep meetings short and to the point and to avoid stories about what happened in the past, anecdotes etc.

### Critical success factors

Staying focused and to the point.  
Making quick decisions on the points needing attention.