Productive Meetings for Projects: Accidental Project Manager's Toolkit Series - Book #4 (Volume 4)

R. L. Stewart

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Step by step planning project meetings "how to" plus "how to" then produce meeting minutes and manage follow through to get things done. An easy read, project management toolkit series book #4 is based around a simple yet very effective dual purpose meeting agenda/minutes template (download for free).

This book will help you focus on how to prepare for a project meeting, what needs to happen during, and what to do after the meeting: 1-the meeting agenda 2-how to conduct the project meeting 3-how to produce project meeting minutes 4-how to develop and publish meeting rules and 5-how to follow through on meetings to get things done.

The project meeting is a large part of project communications. Doing project meetings right is one of the primary keys to project success.

In this short easy to follow book I'll take you through steps for doing project meeting right. There are nine crappy meeting indicators listed in the introduction. I'll point out some specific "antidotes" for these crappy meeting indicators that the tools and methods described can provide for you. I'll also describe how to create a meeting planning checklist and meeting rules that can also serve as part of your planning tools. Download the free dual purpose meeting agenda and minutes template. There's also a free project planner tracker tool that includes a set of work items for planning meetings. A description of the work items is included in Chapter 4.

Once again, with the information in this book you can figure out how to construct a planning checklist and set of meeting policies and rules (things to get things done - not bureaucratic nonsense that wastes time and money). As an alternative you can purchase and download my meeting planning checklist and policy planning templates (including use instructions) for dirt cheap. Less than the price of a Grande Caffe Mocha with whipped cream and sprinkles.

This book is for, among others:

- Someone with little or no project management experience
- Someone with enough experience to know they need help - additional things for their project management toolkit

- Small businesses and organizations - project management templates and methods geared towards your low cost, low maintenance needs

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