

## The Principles of Keeping Things on Time

### Meetings start and end on time.

- a) If we're starting at 1pm that means we're seated and ready to go for the meeting at "1:00 PM".
- b) If you're late (i.e. 1:01 PM or any time after), you'll contribute \$5 to the *Feel Good Fund*. The *Feel Good Fund* goes towards drinks or burritos for the team.
- c) If a meeting is supposed to end at 4pm, that means "4:00 PM"

### If you're the meeting organizer...

- d) Send out a meeting request with the location and exact amount of time you need. Include an agenda with discussion items and any homework
- e) Make sure you send the meeting request to only the people who are absolutely necessary to have in the meeting. If you're unsure if someone is needed, ask if he/she can contribute something valuable to the discussion. If they can and don't have time-sensitive client work to do at the same time of the meeting, they should attend.

### If you're an attendee...

- f) Respond to the Outlook meeting request by accepting, declining or suggesting a new time no later than 24 hours after receiving the meeting request.
- g) Prepare your answers to the discussion questions ahead of the meeting.
- h) Preparation for a meeting should take no longer than 20 minutes. Look at a meeting agenda and think about the items you can offer the most input and expertise on. Separate the items that require deeper research from the items that you could speak to off the top of your head.

### If you're going to be late for a meeting...

- i) Notify the organizer at least 30 minutes before the meeting starts. This means you should anticipate things in your schedule that will cause you to be late. Exception to this principle: The 30-minute rule will not apply in this case of an emergency. An emergency is something that is both important and urgent; that is, if it is not tended to right away it will mean that something client-related will not be delivered on-time, in-full or within budget.

### If we're running behind in the meeting...

- j) Sometimes a certain discussion point will take longer to discuss than anticipated. It's up to the meeting organizer to determine whether we need to continue the discussion or move on to the other agenda items.
- k) If a meeting is going to go over time, the meeting organizer can ask meeting attendees if they have the time to stay in the meeting over the allotted time. The meeting attendees have a right to say "sorry, I have something else I need to get to".