

Affinity Diagram Outline

Theme One: Meeting Structure and Roles

- The type and scope of meetings dictate their structure.
 - Some meetings have an official facilitator or note-taker and others do not.
 - I organize meetings and I attend meetings.
 - The type and scope of meeting dictates the structure of meetings at my company.
- I like meetings at my company because they are structured and we have a good company culture.
 - Agendas and pertinent documents are distributed in advance of meetings.
 - My company has a specific approach to meetings that everyone has to follow.
 - I like meetings at my company: They are easy to organize, we stick to the agenda and no one dominates meetings. When people do dominate meetings, it reminds us to have more information to share the next time to counteract this.

Theme Two: Capturing and Sharing Information in Meetings

- My meetings might have a roll call, an open portion for people to give status updates, assigning of tasks, and some voting.
 - Tasks get assigned during meetings. Sometimes people send these out after meetings via email or the company wiki. We keep track of them using Excel or the official company protocol for task assignments.
 - My meetings usually have an open portion for people to give status updates, some voting, a statement of desired outcomes.
 - We don't have an official start and end to our meetings. Sometimes we do a roll call at the beginning if it is a teleconference.
- I use email, GoogleDocs, paper handouts, and iShare to share information before meetings, take notes, and share information after meetings.
 - We use email, paper handouts, and iShare to share meeting notes and minutes after meetings.
 - I use GoogleDocs to share files before meetings, to take notes, and to share notes after meetings.
- There are problems with notes: People in meetings have different note-taking styles. I take notes by hand and forget to review them, I have a hard time keeping notes in the same place or I take notes but I forget to give them to people.
 - I have a number of problems when I take notes: I take notes by hand and forget to review them, I have a hard time keeping notes in the same place or I take notes but I forget to give them to people.
 - The problem is that people in meetings have different note-taking styles and there is need to integrate everyone's notes and make them available to everyone.

Affinity Diagram Outline

Theme Two: Capturing and Sharing Information in Meetings (Continued)

- Understanding information in meetings is complicated: I need different information for different meetings.. If there is too much information in meetings, it gets lost. People on teams remember information from meetings differently.
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- Notes are emailed after meetings and people who miss meetings can get notes from others who were at meetings.
 - Notes are emailed after meetings and they include meeting minutes, conclusions and plans for next meeting and an invitation for people to make corrections.
 - People who miss meetings can get notes from others at the meeting.
 - There is no specific format for note-taking so I use pen and paper.
- Information in meetings comes in different formats. I am not always in control of the format of information.
 - Information in meetings comes in different formats. I am not always in control of the format of information.
- Some people in my meetings take notes that are relevant to them by hand or laptop if there is no designated note-taker.
 - There is no designated note-taker at meetings, people take notes that are relevant to them and their work
 - Some people in my meetings take notes by hand, others use a laptop.

Theme Three: Meeting Frequency and Meeting Type

- I have meetings to build products, problem-solve, ask questions, discuss, give status reports, brainstorm, strategize, and share information.
 - I have meetings to build products, problem-solve, ask questions, discuss.
 - I discuss company resources, strategize and share information during meetings.
 - I attend many different types of meetings.
 - I meet to give status reports and brainstorm.
- I have multiple meetings daily, weekly, and monthly that can last up to 5 hours.
 - I have multiple meetings each day.
 - I have multiple meetings each week and each month.
 - My meetings can be as long as 5 hours.

Affinity Diagram Outline

Theme Three: Meeting Frequency and Meeting Type (Continued)

- I meet with many different types of people and sometimes I meet with subgroups of meetings before or directly after a meeting.
 - I meet with people in my team and department. I meet with people more senior than me and with my peers from across the company.
 - Sometimes I meet with subgroups of a larger meeting before to prepare or after to follow-up on something.

Theme Four: Meeting Room Equipment and Technology

- There are constraints for technology: My company has electronic whiteboards, but they do not work and we do not have meeting capture capabilities although we do have methods to share information after meetings such as email and Sharepoint.
 - My company has electronic whiteboards, but they do not work and we do not use them often.
 - My company might have limited technology for information capture, but we do have technology for information sharing.
- My company uses fax machines to send brainstorming ideas quickly.
 - We use fax machines to send brainstorming ideas to one another as well as chat software and a Velcro board to keep track of processes.
- You can find technology like phones, laptops and desktops in meeting rooms because people bring them or they are already there. These technologies can be a distraction.
 - My meeting rooms have fixed screens for participants or laptops. Also, people bring their laptops to meetings so they can view electronic materials.
 - Laptops and phones can be distracting during meetings.
- My company uses whiteboards, flipcharts, or a Velcro board for brainstorming, sketching and sharing ideas.
 - I think whiteboards are great for sketching and sharing ideas.
 - My company uses whiteboards often for face-to-face meetings. We use them to brainstorm.
- My meeting rooms have video and audio capabilities, webcams, printers, smart boards, projectors, internet access, teleconference capabilities, whiteboards, and LCD screens.
 - My meeting rooms have video and audio capabilities, webcams, printers, and smart boards.
 - Meeting rooms at my company have projectors, internet access, video and teleconference capabilities, whiteboards, and LCD screens.
- My company uses fax machines to send brainstorming ideas quickly.
 - We use fax machines to send brainstorming ideas to one another as well as chat software and a Velcro board to keep track of processes.

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Theme Five: Meeting Software and Technologies

- My company uses powerpoint for presentations
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- My company uses Sharepoint, AdobeConnectPro, Xerox e-rooms, Webex, GoToMeeting, MS Project, Lotus Notes, Sametime, MS Communicator, and other MS products to support our meetings. I like these products because they are priced reasonably, easy to integrate into my current meeting structure, and easy for everyone who I meet with to access.
 - My company uses Sharepoint, AdobeConnect Pro, e-rooms, and WebEx for meetings and meeting-related documents.
 - I like software that is priced reasonably, easy to integrate into my current meeting structure, and easy for everyone who I meet with to access.
 - My company uses WebEx, GoToMeeting, MS Project, Lotus Notes, Sametime, MS Communicator and other MS products to support our meetings.
- I use my phone, MS Outlook and GoogleCalendar to schedule meetings, keep track of meetings, and notify people about meetings.
 - I use MS outlook calendar to schedule meetings.
 - I use GoogleCalendar to schedule meetings and notify people about meetings. I also use email and phones to notify people about meetings and receive reminders about meetings.
- My company has technology that we use to support meetings that is not officially meeting software such as an internal wiki, an intranet, a version control system and an issues tracking database.
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Affinity Diagram Outline

Theme Six: Agendas and Meeting Dynamics

- Communication at meetings is difficult when we do not stick to the agenda, when people dominate meetings or when participants are not co-located.
 - Sometimes people dominate meetings or do not participate.
 - It is difficult to communicate with others when meeting participants are not co-located.
- There are problems with agendas: some are not clear or nonexistent, questions don't get asked because people go off the agenda and we run out of time, people don't review agendas before coming to meetings and if the boss isn't there, no one will stick to the agenda.
 - Sometimes meetings are long and unproductive especially if we are discussing controversial issues or we are not sticking to the agenda.
 - There are problems with agendas: questions don't get asked because people go off the agenda and we run out of time, people don't review agendas before coming to meetings and if the boss isn't there, no one will stick to the agenda.
 - Some of my meetings do not have agendas because they are regular meetings, there is only one item being discussed or the meeting is being called without prior notice.
 - There is no specific format for meeting agendas and they are not always clear.

Theme Seven: Meeting Preparation

- I do different things before meetings depending on whether I am organizing, presenting, or attending a meeting.
 - I prepare for meetings I am attending by reviewing and summarizing the agenda, preparing questions, preparing status updates and asking people questions.
 - I prepare for meetings I am organizing by sending out the agenda before hand and making sure that meeting-goers are relevant to the meeting.
- Improving meeting preparation would improve meetings. The organizer should prepare and circulate an agenda before meetings.
 - I prepare agendas but I do not circulate them before meetings, especially if they are handwritten.
 - Improving meeting preparation would improve meetings. The organizer should have agenda ready prior to meeting because agendas are very important.
- I prepare files, handouts, slides, task reminders, and questions for meetings in advance.
 - I prepare files, handouts, slides, task reminders, and questions for meetings in advance.
 - I prepare files before meetings such as data and research I am presenting, presentation slides, and meeting summary documents.

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Theme Eight: Thoughts on Meeting Software

- I wish there was audio capture for meetings and a way to translate handwriting to text.
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- I think \$20 per person per month for software or no more than \$2,000 a year would be a good price for meeting software.
 - I think \$20 per person per month for software or no more than \$2,000 a year would be a good price for meeting software.
- My company would not buy meeting software and we think that people should facilitate meetings, not technology.
 - My company would not buy meeting software.
 - People should be responsible for meeting facilitation not software. I will take things “offline” if they are slowing down the larger meeting and the facilitator should make sure that everyone has an opportunity to speak-up.
- My meetings have different roles such as presenter, note-taker, facilitator and I often play many roles for meetings.
 - My meetings have a designated note-taker so meeting information is always captured.
 - The meeting organizer facilitates the meetings. Other roles include presenter and note-taker.