

Common Meeting Artifacts and Their Usage

Artifact	Intent	Usage	Breakdown
<i>GoogleDocs</i>	Communicate information; Share information after meeting	Record notes Share notes;	
<i>Chats</i>	Discuss meeting; Discuss idea or concept	Use in meeting to discuss something	BD: May not be appropriate; BD: May be a distraction
<i>Agenda</i>	Stores information about proposed meeting; Store information about meeting order and topics; Communicates information about meeting flow	Gain prior knowledge about meeting content; Keep track of meeting; Control meeting flow; Meeting attendants take notes on the agenda	BD: People don't follow agenda
<i>Email</i>	Communicate information; Form additional meeting; Inform people about upcoming meeting; Share points, tasks, and ideas from meetings	Send meeting documents Send meeting minutes; Send out meeting reminders and follow-up information; People review to see what happened at a meeting	BD: People will not read if there is too much information
<i>MS Powerpoint</i>	Communicate meeting information and tasks; Present meeting material;	Sent before meetings to let people know meeting topic; Used in meeting to present information;	
<i>Paper Handouts</i>	Offer summarized meeting information; Share information about a meeting topic	Meeting attendants take notes on; Used to tell people about a meeting topic	
<i>PDF</i>	Offer summarized meeting information; Share information	Used to lessen environmental burden (paper); Share information with participants and stakeholders	
<i>Legal pad, notebook, paper, or journal</i>	Store notes from meeting	Meeting participants write down notes from meeting	BD: Meeting goers might forget to review notes; Notes shared among meeting-goers lack context

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<i>Whiteboard, flipchart</i>	Communicate ideas; Share new idea	Sketch graphs or write down information to clarify ideas; Used to sketch, brainstorm and communicate visual ideas; Used to get everyone on the same page with regards to an idea	
<i>MS Outlook appointment</i>	Invite participants to meetings; Scheduling meeting; Store information about meeting logistics	Invite participants to meetings, use calendar setting to confirm schedule; Inform meeting schedule to participants; Used to inform people about meeting logistics	
<i>iShare or wiki entry</i>	Share documents; Stores notes and presentations from meetings	Exchange documents and ppt slides before and after meetings; People review to see what happened at a meeting	
<i>MS Excel Spreadsheet</i>	Share information; Record tasks	Sent to meeting participants in advance and discussed during the meeting; Used to keep track of tasks and their completion status	
<i>Issue in Issue Tracking Database</i>	Share information; Record Information	Discussed during meeting	
<i>eRoom document or data</i>	Record information about company projects, meetings, and groups	Stores information, may be referenced during meeting	
<i>Version control system document</i>	Store information about the current version of a document	Used to tell people what version of the document they are on	
<i>MS Word Document</i>	Record meeting information	Take notes in meeting	