MeetingQuality
Meetings With Meaning

Use Case: How MeetingQuality is deployed within a Working Group
This document illustrates the steps a Working Group would follow from issuing meeting invitations, to receiving and submitting the assessments, to receiving and utilizing the metrics and reports.

❶ Working Group adds one additional email address to group's meeting invitation (**workinggroup@meetingquality.com**)

Fred Bear has invited you to a Project Team Meeting

Title:	Transportation Department Working Group Meeting
When:	Tuesday, December 12, 2017 3:30 PM – 4:30 PM

Team: We're scheduled to meet online for 1 hour at 3:30pm on Tuesday, 12/12/2017

Attendees:
Fred Bear (fred.bear@jordan-webb.net)
Leonardo da Vinci (leonardo.davinci@webcollaboration.biz)
Marie Curie (marie.curie@webcollaboration.biz)
Edward Teller (edward.teller@webcollaboration.biz)
workinggroup@meetingquality.com

❷ As meeting begins, group members receive an email with a 5-question assessment

Transportation Department Working Group Meeting
December 12, 2017 3:30 pm (US/Central)

MeetingQuality is an independent service that assesses the quality of your Project meeting.

Project Vision
The project has a compelling vision?
- Completely Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Completely Disagree

Meeting Assessment
Overall how satisfied were you with the Meeting?
- Completely Satisfied
- Satisfied
- Neither Satisfied nor Dissatisfied
- Dissatisfied
- Completely Dissatisfied

Project Success Probability (PSP)
Please provide your estimate of Project Success Probability between 0% No Chance and 100% Certain:
[ ] % Project Success Probability

Please rate each Attendee's Contribution as one of Negative (-), Average or Very Positive (+)

- Leonardo da Vinci
- Marie Curie
- Edward Teller
- Fred Bear

Place Action Items below and they will be sent to each attendee. Note you will not be identified as the author.
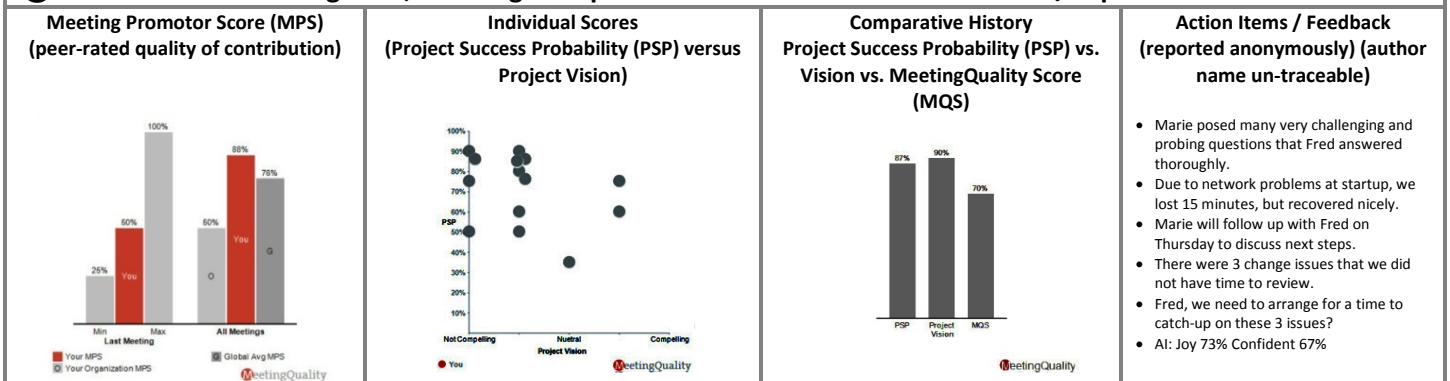
❸ When meeting ends, attendees complete their meeting assessments (taking 45 seconds or less)

❹ MeetingQuality's secure server aggregates the results using proprietary and Social Network Analysis algorithms and applies Artificial Intelligence (IBM Watson) to the action items

❺ 24 hours after meeting ends, Working Group members are emailed these metrics / reports…

Meeting Promotor Score (MPS) (peer-rated quality of contribution)

Individual Scores (Project Success Probability (PSP) versus Project Vision)

Comparative History Project Success Probability (PSP) vs. Vision vs. MeetingQuality Score (MQS)

Action Items / Feedback (reported anonymously) (author name un-traceable)

- Marie posed many very challenging and probing questions that Fred answered thoroughly.
- Due to network problems at startup, we lost 15 minutes, but recovered nicely.
- Marie will follow up with Fred on Thursday to discuss next steps.
- There were 3 change issues that we did not have time to review.
- Fred, we need to arrange for a time to catch-up on these 3 issues?
- AI: Joy 73% Confident 67%

❻ Working Group incorporates the discussion & review of metrics and reports into ongoing meetings as part of the development methodology used. MeetingQuality Consulting Partners provide management advisory services by interpreting the results and turning them into real-world solutions…

❼ Periodically, PMO and/or MQ Sponsors are emailed other metrics / reports – such as…

Project Success Probability (PSP) vs. Meeting Quality Score (MQS)
Note divergence [**blue ellipse**] as **PSP** [**red line**] trends downward while **MQS** trends upward

Governance Graph
Graph shows the trending of Working Group's governance assessments over time

Program Results Table
This table shows the comparative results of this Working Group's Program assessments over seven meetings

Individual Program Meeting Results
The table below shows the individual results for each meeting in the program.

	Date	MQS	PSP	MPS	Inv	Res	More
Steering Committee	Sep 28	55	50,68,90	35,62,90	17	10	0
Weekly Working Group	Oct 10	52	50,75,95	50,50,50	15	12	56
Steering Committee	Oct 12	73	50,69,90	44,84,100	15	8	0
Steering Committee	Oct 17	63	60,79,90	33,64,100	16	4	88
Weekly Working Group	Oct 24	81	50,77,95	83,93,94	14	10	85
Steering Committee	Oct 26	69	50,58,90	63,83,100	13	8	0
Weekly Working Group	Oct 31	70	65,85,95	50,77,100	15	9	83

MQS: Meeting Quality Score. The overall quality of the meeting.
PSP: Project Success Probability. Low - Average - High.
MPS: Individual Meeting Promoter Score. Lowest MPS - Average MPS - Highest MPS.
Inv: The number of people invited to the meeting.
Res: The number of people who responded to MeetingQuality.
More: Number Absent or The quality of the meeting objective. eg Sprint clarity for a backlog meeting.

Governance Table
This table shows the comparative results of this Working Group's governance assessments over three meetings

Governance Results
The table below shows the governance results for this program.

Meeting	Date	Scope	Cost	Res	Ben	Chge	Meet
Steering Committee	Sep 28	65	60	65	30	40	80
Steering Committee	Oct 12	79	93	93	57	71	100
Steering Committee	Oct 26	88	88	69	44	81	88

Scope: Scope clearly defined and approved
Cost: Cost regularly reviewed and approved
Res: Resources plan current and managed
Ben: Benefits protected and tracked regularly
Chge: Change plan current and managed
Meet: Meetings scheduled appropriately

Align Project Performance with Organizational Vision and Goals!