



Not Running The
Meeting But...



Why is this
relevant to you?

**You are not running the meeting,
but...**

- It's 20 minutes and this meeting has been about the roundness of a button
- Last meeting went about the same...
- No one is coming away with an idea of what we're doing next

This is not a good use of anyone's time!



Why am I relevant to this?

I am not a runner of meetings, but...

- I'm a "cat herder"
- I'm a backend engineer
- Worked in small (<20) and larger (>200) companies



Debugging

Are you the right voice for this?

- How new are you to this feature?
 - To this team/company?
 - Are the vibes good?
- Who is “on paper” running the meetings?
 - Do they like feedback?
- Who is “on paper” taking notes?
 - Do they get more sway among the meeting participants?



Debugging

Are you the right voice for this?

- When was the last time you tried this?
- Basically: is there opportunity to take some charge?

P.S. Make sure you are not part of the problem!



Diagnostic Testing

What tools do you have for this?

1

- Recruit a party! Potential allies include:
 - A(nother) senior voice
 - Project management or scrum master positions



Diagnostic Testing

What tools do you have for this?

2

- Try out various positions in a meeting
 - If there is no agenda-keeper, offer to be one
 - Test out asking for action items in the last ~5-10 minutes of a meeting
 - Maybe rotate responsibilities



Diagnostic Testing

What tools do you have for this?

3

- Try an interruption (if the vibes are right)!
 - Especially if you have a part of the feature you need clarifying
 - Ask permission/forgiveness from the meeting-runner



Strategy Executions Examples

- “I believe \$ally and I would also like time to bring up \$subject_that_will_move_the_conversation”
- “So what is the action item you’d like me to write down?”
- “\$meeting_runner, is it okay if I suggested moving \$current_subject to its own meeting? I had a question for \$ally about \$different_subject”

Thank you

I make no guarantees do not come at me

Sometimes the vibes are just not vibing

check your emails or something

complain with me over a beer

Lisa C on LinkedIn

