

# DISCUSSION TOPIC (meetings)

1. Do you agree with the advice provided in “Make meetings work for you”? Which parts do you agree/disagree with? Which parts are irrelevant in your (normal) work situation?
2. “Old school” in-person meetings vs. “New Normal” online meetings. What are their advantages/disadvantages? Which do you prefer?
3. How frequently does your own organization/ company/department hold meetings? What type of meetings are they? How are the meetings conducted (format)? Do you ever have formal meetings with a chairperson and a minute taker?
4. How would you define a successful meeting? Are the meetings always necessary/productive? How could you improve the meetings in your organization? What annoys you most about meetings?
5. Have you experienced meetings in other countries or with other nationalities? Did you notice any differences in approach/style from Swedish meetings?