

Meeting Management with MindGenius

Meeting Management with MindGenius is simple and straightforward. All it requires is a meeting room with computer projection capability, or a whiteboard, plus a PC with MindGenius installed. As long as you have basic keyboard skills you will be able to use MindGenius.

Using MindGenius will help you to action plan and make more progress in your meetings.

Remember, before you use MindGenius for the first time; view the MindGenius “getting started” video to learn about the basic features you will need to get underway.

Meeting Preparation

We are all likely to attend different types of meetings such as reviews, status, decision-making, or meetings to gather intellectual input. Depending on which type of meeting you are planning or attending, you will need to undertake differing amounts of preparation. At the very least, we all need to aim to understand what our role in the meeting is and what we are there to contribute because meetings can fail if attendees are unclear on their role.

MindGenius helps the facilitator to quickly explore what needs to be achieved at the meeting along with the resources and people needed to make it happen, and to pull together an agenda, if necessary, and it helps the attendee to arrive ready to contribute.

MindGenius provides **questions** to help the facilitator prepare quickly for the meeting. Using the **MindGenius approach**, the facilitator should ensure that the attendees are clear on the relevant points below.

Facilitator Preparation - Things to Consider:

- Have you decided upon the objectives of the meeting and your starting point and end game?
- Have you held any necessary pre-meetings to discuss obstacles to progress and try to address prior to the meeting?
- Do you understand who needs to be there?
- Do the attendees know what's expected of them and what you are hoping to achieve in the meeting?
- Do you have a framework for your meeting?
- Do you know how to get started and get the discussion going?
- Do you know what your key discussion points are?

Attendee Preparation – Things to Consider

- What is the objective of the meeting?
- Do you understand what's expected of you?
- Has the facilitator outlined the key points of what you will cover in the meeting?
- What do you know about the subject?
- What's your viewpoint on the subject matter?
- What work do you need to complete ahead of the meeting?

During the meeting

Once your meeting has started, capturing the attendees input is easy too. Using the **Type and Return** feature, you can quickly gather and explore ideas. Because MindGenius is keyword driven, you can quickly build up a picture of the key points of the meeting and capture and fully document the discussion in real time with no need to type up notes/minutes afterwards.

Using the map hooked up to a screen allows attendees to clearly understand the progress in the meeting as they visually see ideas being added to the map on screen.

Having developed an agenda ahead of the meeting allows you to direct the meeting in the direction you need to by using **Map Explorer**. In addition, Map Explorer allows you to manage complexity by drilling down to the detail and viewing sections in isolation to either refer to previous points or elaborate further.

Depending on the type of meeting, there are different things you may wish to do during the meeting. If you are reviewing something, you may wish to agree and record changes; if it's a status meeting, you may want to communicate the new status and agree the next targets, in a decision making meeting, you can identify actions and communication, or in a creative input meeting, you can group ideas and begin to understand the information captured.

Group Ideas and begin to understand

With MindGenius you can work with your attendees to achieve true collaboration on the information discussed. Again, depending on the type of meeting, MindGenius can allow the whole team to contribute to understanding the ideas generated. One way this is achieved is by naming and applying coloured **Categories** to link together information that participants think are related to each other. You can **create Category views** to look at linked information in isolation.

MindGenius also allows you to add **Resources** to tasks which can help you to work out whether or not your ideas are achievable with your existing knowledge and resources and then help you to track them through to conclusion.

Identify Actions and Communicate

One of the main problems with many meetings, is the lack of action planning. Without specific action allocation, it is likely any good ideas will not move beyond the ideas stage. MindGenius allows you to **prioritise, assign actions, resources and timelines** during the meeting, meaning actions can be started immediately without any delay waiting for meeting notes/minutes to be typed up or actions to be distributed. **Actions** can then be **exported as MS Outlook** tasks and waiting in attendees inboxes when they return to their desks following the meeting. Meeting attendees now leave with a clear understanding of what was achieved and what needs to be done next to keep the project on track.

Alternatively, you may wish to **export your thinking to MS Office** packages to update colleagues who didn't attend the meeting of the new status, targets or actions.

Post Meeting

With no need to wait for meeting notes to be typed up and circulated, actions can be started immediately, with no loss of momentum when it comes to implementation. The map created during the meeting can be used as a valuable point of reference or as a "live" working document and information added to it as the task or project continues.

Again, you can also **export your thinking to MS Office packages** to share with colleagues, or to reuse in other pieces of work.

What next?

Using MindGenius to facilitate your meetings will mean your meetings will be structured to deliver results. Select a blank map or a MindGenius template and start preparing for your next meeting.