

⊗ HARD TO FOLLOW UP
AFTER MEETING

⊙ "TOO MUCH" TALKERS
↳ DETAILS
↳ TAKE OVER THE WHOLE MEETING

⊙ "SHY" PARTNER

⊙ KEEP AN OVERVIEW
INSTEAD OF DETAILS
↳ KEEPING FOCUS

⊙ ORGANIZING / LOGISTICS OF HOSTING
MEETING

⊙ COST OF INTERACTIVENESS (ONLINE)
MEETING

④ HOW TO MAKE NOT
LEAD PARTNERS TAKE THE
LEAD

⑤ TOO DRY MEETINGS
↳ LACK OF FLOW
↳ TOO MUCH SENDING

⑥ ONBOARDING PERIOD

⑦ RELEVANCE FOR EVERYBODY

⑧ NEW PEOPLE IN ON-GOING
PROJECT

⑨ HOW TO GIVE EVERYONE THE
FLOOR

BRING SOMETHING
FROM YOUR
REGION

LAPTOP
(FREE)
ZONE

SIT IN
CIRCLE

⊗ HARD TO FOLLOW UP
AFTER MEETING

1 OVERVIEW
SLIDE PER
WORK PACKAGE
+ PRIDE

MUCH "ICE BREAKER"

DETAILS
↳ TAKE OVER THE ...

⊕ "SHY" PARTNER

WHATSAPP
FOR TRAVELING
IN

3 hours / MONTHLY MEETING
FORMAL / DEEP DIVE

OVERVIEW
OF DETAILS
FOCUS

TIME SLOTS
FOR BILATERAL

⊙ ORGANIZING MEETING

HOSTING

⊙ COST OF INTERACTIVENESS (ONLINE)
MEETING

④ HOW TO MAKE NOT THE
LEAD PARTNERS TO
LEAD

PLACEMENT

PRE PHYSICAL
MEETING
ONLINE
MEETING

⑤ MEETINGS
↳ LACK OF FLOW
↳ TOO MUCH SENDING

⑥ START WITH PERIOD
TABLE SUMMARY
IN MINUTES

BE STRICT
(BELL) AS
LEAD PARTNER

⑦ RELIANCE FOR EVERYBODY
BRING SOMETHING
FROM YOUR
REGION

⑧ LET SOMEONE
ELSE DO ANOTHER
THEIR'S PITCH

OPEN
PART OF
THE MEETING

