



它是什么？

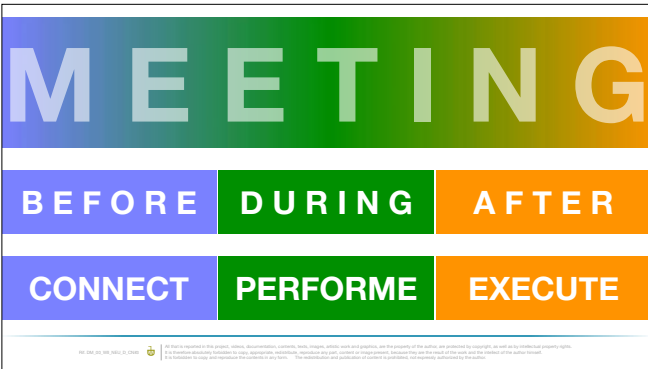
决策会议



会议是我们每个人日常工作的重要组成部分。



这是做出决定并给出如何进行的指示的时刻。



为了让它们发挥最佳效果，我们将它们分为 3 个部分：之前、期间、之后。

CONNECT

Project Increase traffic on the website by 5%

Objective A Yes/No decision on the development of the "Help us innovate" section

Moderator A. Miller

Participants L. Smith, J. Brown, C. Bell

Date/time Monday, March 20, 2024, h. 2.00pm

Location Meeting room 3 (2nd floor)

Duration 60 minutes max

Objective:
Development "Help us to innovate"
Monday, March 20, 2024, h. 2.00pm
Meeting room 3 (2nd floor)

Structure and Timing

- Needs analysis
- Idea analysis
- Decision

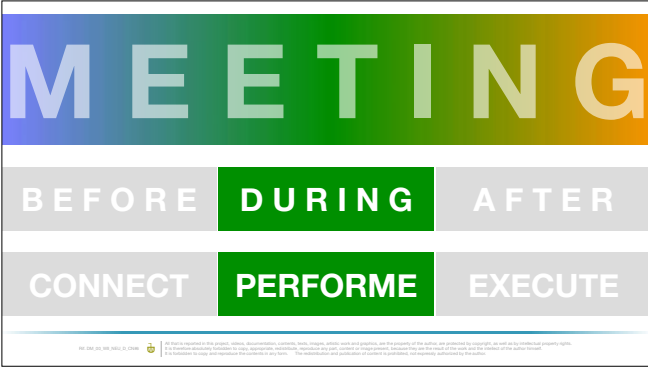
连接,

CONNECT

Project	Increase traffic on the website by 5%	Moderator	L. Smith, J. Brown, C. Bell
Objective	A Yes/No decision on the development of the "Help us innovate" section	Participants	L. Smith, J. Brown, C. Bell
		Date/time	Monday, March 20, 2024, h. 2.00pm
		Location	Meeting room 3 (2nd floor)
		Duration	60 minutes max

STRUCTURE & TIMING	LEAD	TIME
Introduction		5 min
Current situation analysis	J. Brown	5 min
Proposal		
Introduction to the proposed technology	C. Bell	15 min
Reference market		
Costs		
Pros and cons discussion session		
YES/NO decision on the proposal	Everyone	20 min
Any Action planner, timing, people involved and tasks	Everyone	10 min
Closing of meeting		5 min

弄清楚它是关于什么的。



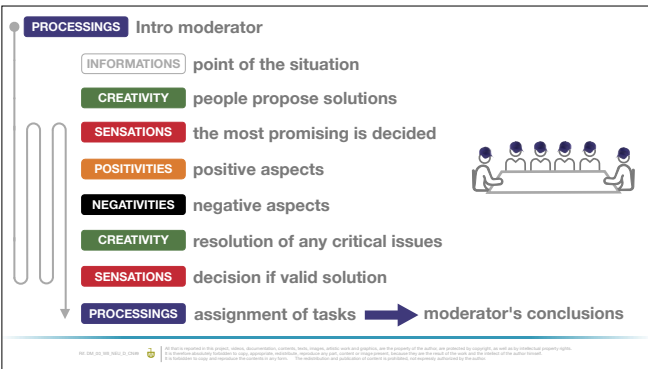
履行,



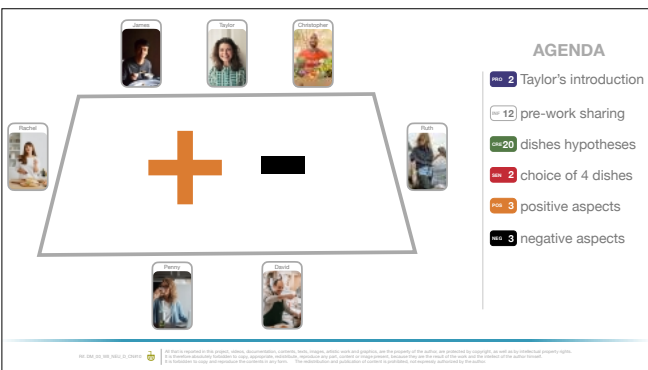
在会议期间保持正确的行为,



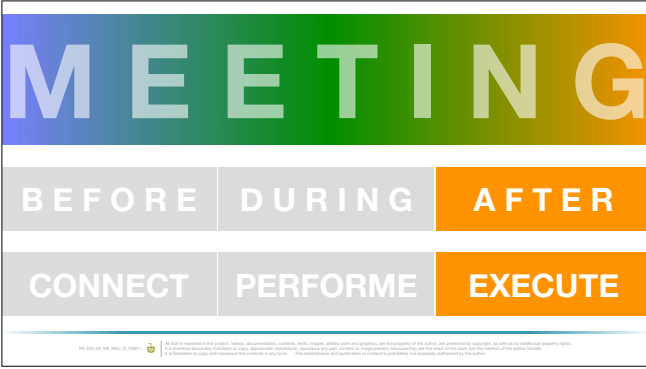
无论是亲自还是远程。



知道如何区分何时倾听、何时干预.....



.....以及何时积极参与实现结果。



会议结束后，明确在规定的时间内要做什么以及如何行动。



会议确实是我们日常工作的驱动力。



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