



O que é?

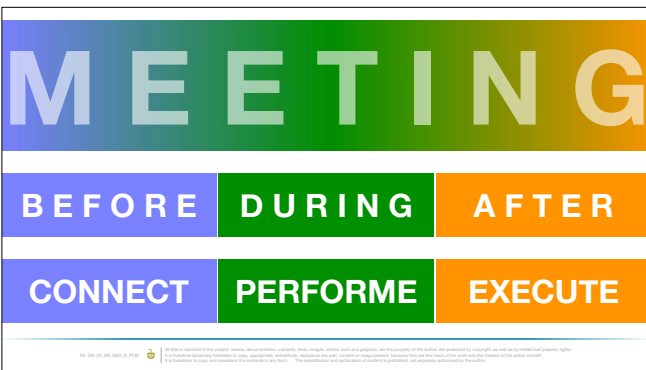
Reuniões de tomada de decisão



As reuniões são uma parte importante do trabalho diário de cada um de nós.



É o momento em que são tomadas as decisões e as instruções sobre como proceder.



Para que funcionem melhor, dividimo-los em 3 partes: antes, durante, depois.

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

Conectar,

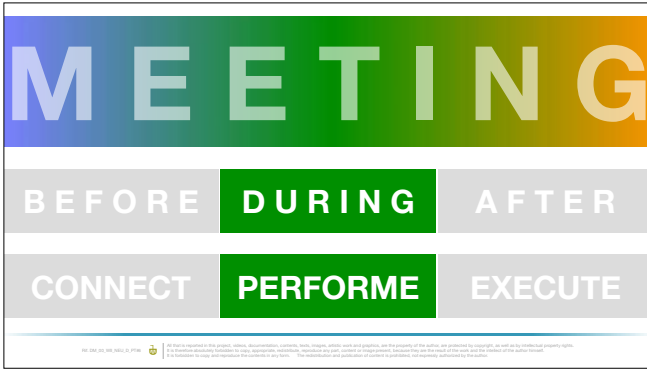
CONNECT

Project	Increase traffic on the website by 5%	Moderator	A. Miller
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

para deixar claro do que se trata.

Executar



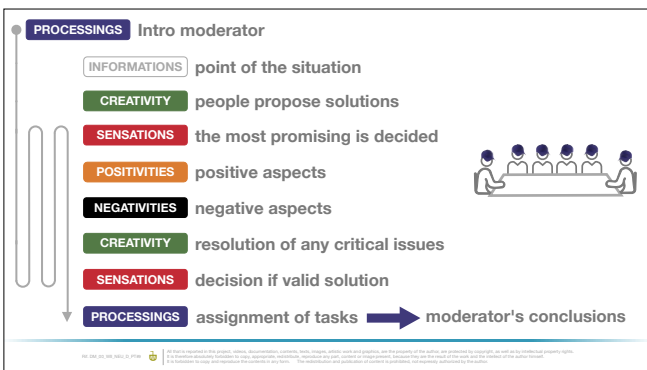
ter o comportamento correto durante a reunião,



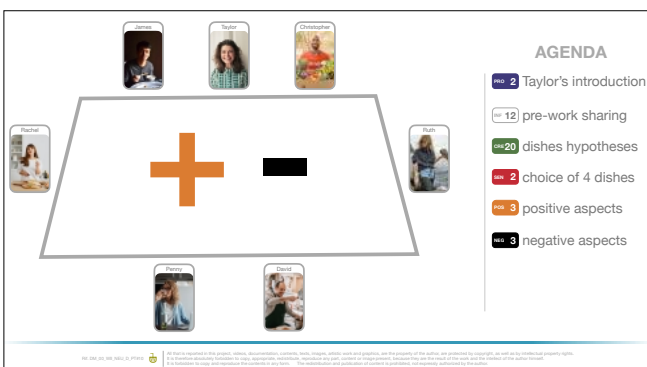
tanto pessoalmente como remotamente.

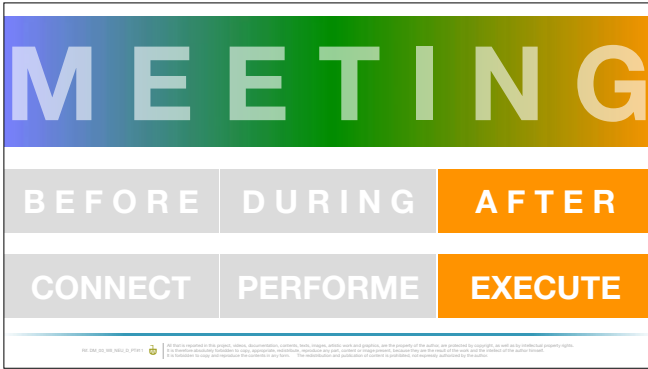


Saber distinguir quando ouvir, quando intervir...



... e quando participar ativamente na obtenção do resultado.





Após a reunião, tenha clareza sobre o que fazer e como agir dentro dos horários estabelecidos.



Reuniões que são verdadeiramente o motor do nosso trabalho diário.



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