



## IEU Meeting 11/16

- 1) Discuss Hamad, et al (2019)
- 2) Meeting improvements
- 3) Gather agenda ideas for future IE meetings

- What'd the researchers find?
- What questions do we have/what was hard to follow?
- What did we think of the structure of the paper? Was it effective at conveying the main points?
- What can we, as a team, mimic in approach or style?

# Do We Really Need Another Meeting?

## The Science of Workplace Meetings

What are we doing well?

- Limiting meetings to when needed and with the people necessary. Small, ad-hoc meetings were often preferred over email or spinning wheels
- Time management- we rarely run long or move off-topics
- We do a fair job of getting input from all team members on calls, recognizing that people have different knowledge and desire to speak
- The team is typically very prompt (I'm really the only offender here)
- Video optional

# Do We Really Need Another Meeting?

## The Science of Workplace Meetings

What can we do better?

- More consistent agendas and minutes/action items afterward, especially for longer meetings (cycle meetings, IE team meetings, etc.)
- Consider having shorter times, when needed (stickiness of meeting times of 30 or 60 mins)
- Getting to see the final work product, especially for RM meetings. Results meeting can be a little RM heavy
- Instructive when people talk about barriers and a hard process
- Rotating topic of what evaluations we're working on

- Some folks like the regular check-in meetings, even if it's just the roundabout meetings. Others prefer to make those optional and only meet when a decision is pressing or updates aren't amenable to email
  - Proposed solution: make a meeting optional, as needed. Reminder on the group functions in Teams.
- Topic choices – some find meeting topics productive, others would like more diversity and input.
  - Proposed solution: Diversify topics and create a list of future meeting ideas

- Manuscript basics (complete)
- Ask someone like Jenny Pool to come again and talk about MMIS basics or other staff for other databases
- Impact eval basics (e.g., recycle pieces of J-PAL trainings)
- Overview of different areas of DHS and what they do
- Instructive when people talk about barriers and decision points
- Rotating topic of what evaluations we're working on
- 5 minutes types and tricks