

Q-Pulse®

Effective Meeting Management using MindGenius



Why are you here?

You're ready to begin. You have MindGenius in front of you and have heard of the benefits of using MindGenius for your Meeting Management. The only problem is, you are not quite sure how to use the software yet. This document is the key to getting started quickly. If you're still a bit unsure after reading it then our White Papers are also available to help you. You can download them from our website www.mindgenius.com

What is Effective Meeting Management?

Preparation is the key to an effective meeting. The person hosting the meeting needs to be prepared and so do the attendees. All too often this is not the case. People are unsure what to prepare so in the end do not prepare anything.

Effective Meeting Management is ensuring you get the very best out of every meeting you hold. It means ensuring there is decision-making, good levels of communication, a complete exploration of issues and consensus.

MindGenius can help you cut your preparation time and aids decision-making and communication.

There is a simple plan you should follow when using MindGenius to assist your meeting management:

- 1. Preparation** - Arrange and prepare for meeting
- 2. Implementation** - Hold the meeting
- 3. Follow-up** - Manage the completion of agreed actions

Traditional Approach

Traditionally meetings have several areas of ineffectiveness and one often has a knock on effect on the others. There is often no prior agreed agenda and participants are unprepared. Sometimes this is simply because they are unsure of what they need to prepare. If an agenda was sent round a few days before then participants would know what was expected of them and be able to prepare

If the agenda is not agreed prior to the meeting then it almost impossible to achieve a consensus on what the meeting is trying to achieve. Various woolly suggestions are discussed and no conclusion is met. Often actions, important ideas and conclusions go unrecorded and are therefore forgotten. Minutes are time consuming and tedious to document and often not received before the next meeting takes place.

All of this results in little or no action. And much waste of time.

How to Manage Meetings Effectively with MindGenius

MindGenius makes the most of your time and makes good Meeting Management achievable. MindGenius is used to prepare an easy and effective agenda prior to the meeting and capture all information during the meeting.

It has the added advantage of making your minutes being available straightaway as they are captured in MindGenius as the meeting progresses. They can then be instantly distributed to attendees and people can see straight away what is expected of them.

Preparation

Preparation is key. With MindGenius you can prepare easily and quickly without compromising on the quality. In just a few minutes you will be able to prepare an agenda and gather your thoughts. This is vital for both the host and the attendees. A few minutes spent by the attendees prior to a meeting to gather and map their thoughts will lead to more productive and effective meetings.

The meeting purpose is probably the most vital thing you will need to decide upon. Get this wrong and your meeting won't amount to anything. You won't solve any vital problems. This should be decided upon first.

MindGenius provides you with a **Template** for Meeting Management. This enables you to use the checklist questions as prompts to record your thoughts. This is very easy, you just need to **Type-and-Return**. You can watch your map grow as you answer the questions and create a map of your own.

The order your thoughts come out reflects your sequence of thinking. It may not best reflect how you wish your Map to be structured. The simple **Drag-and-Drop** mouse actions allow you to quickly re-arrange your thoughts. You can do this for your agenda or during the actual meeting itself as you capture ideas and responses.

Once your checklist is completed, and you feel your agenda is ready to be sent to the identified meeting attendees, then you can do this from within MindGenius. You just need to use the useful **"Send to"** option and that's it. All your attendees will receive it within seconds. The best layout to use for your Map is an **Output tree** where the sequence of activities reads from the top down.

If this is one of a series of meetings, you may wish to differentiate it by changing the root branch title to include YYMMDD and the saved file name accordingly. As you continue to use Maps for Meeting Management, you are likely to identify specific areas that may be personal to either yourself, your work activities or your organisation. Simply edit the Meeting preparation checklist template and save as a new file. You can also personalise the 'look' of the template to give it a more corporate or organisation specific look (colour, map background etc.)

Running the Meeting

The Agenda is a powerful control mechanism for your meeting. Use the **Map Explorer** Feature, to move backwards and forwards through your agenda and any additional information gathered. You can focus on specific areas for discussion by drilling down to individual branches and then starting a new brainstorm.

Once your meeting has started, gathering the information is easy too. All you need to use is the trusty type and return function that made creating your agenda so easy. Scroll backwards and forwards as ideas are thrown at you with the Map Explorer or the arrow keys, though with the agenda you should be able to follow a definite structure and get back on track easily without forgetting where you were going. You can add info into the agenda so it becomes a "live" document and not just a piece of paper that can't be altered.

Assigning and tracking Actions generated

MindGenius provides you with the capability of designating specific branches in your map as Actions. Resources can be applied in exactly the same way, using the Resources Tile. No more excuses or squabbles next time around regarding who was supposed to do what. Everyone will have a copy of the map.

Meeting attendees now leave with a clear understanding of what was achieved. During the meeting they can now clearly see which actions are due on or before the specified date and to whom they were assigned.

Meeting Follow-up

Via Outlook, you should be informed electronically if other people update their progress against their Action entry in their task list and you can then update the status against their actions in the Map as appropriate.

You can send the minutes directly from MindGenius. From the File menu, select **Send To**. This will electronically distribute the updated agenda and its associated file attachments to your chosen circulation list. This will save hours of time on conventional methods. No more complex notes to format. One click and they are completed and with each attendee. NB There is no need to have purchased MindGenius as the 21 day evaluation version can be used permanently as a viewer.

You are not tied into sending the minutes in one way either. You can:




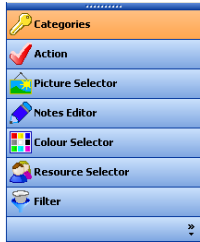





- Send them the maps via e-mail from within MindGenius
- Package up the files into a single file and send it as a file attachment.
- Save the maps as **HTML files** and people can access them and view them over the internet/intranet.
- You can also **Export** the maps to a variety of different applications to end up with a fully formatted Word, PDF or html file, to name but a few.

SUMMARY

By using MindGenius, meetings will lead to action, which will become the norm in an organisation. No more meetings, which don't lead to any solutions. People will know what they need to prepare for meetings and what they have to do following a meeting. Your meetings will run smoothly and have a purpose. If you follow the built in 4-stage process above, you **will** tackle Meeting Management more quickly, **and** more effectively. More queries on how to use MindGenius to make your Meeting Management more valuable? Check out our "How to... effective Meeting Management" document available from www.mindgenius.com.

Go do it

Okay, so you're ready to start. Our top tip to you would be to print out this page and keep it nice and safe next to you as you start to explore MindGenius.

Features	What does it do?	Where in MindGenius?
Template	Help you prepare your checklist	
Type-and- Return	Enter information rapidly	
Drag-and-Drop	Move information around easily	
Output Tree	Organise your information, especially your agenda in an easy to read format	
Task pane	View different options available to you	
Map Explorer	Easily navigate around your information	
Actions	View items that need to be followed up	
Resources	Allocate who needs to do what	
Send to	Email directly to MindGenius	
HTML	To enable people to view files over the internet/ intranet	
Export	Create a ready made document for a variety of other applications	