

## **Greg Wilson's Talk: How To run a Meeting**

<https://www.youtube.com/watch?v=5f3-q9SzkeE&t=71s>

### **Top SSE meeting rules as identified by participants**

- Manage “that guy”
  - Use tokens for talking, visualize who talks how much
  - prevent "monopolization" of meeting time
- Require politeness of meeting participants
  - No rambling
  - Ask to structure thoughts and return to the speaker at a later point
- Use external moderator
- Ask “do we need this meeting?”
- Active participation by meeting participants
- Rules for voting and taking decisions in teams
- No interruptions
- Don't raise points you don't actually believe in
  - The devil doesn't need more advocates