



# **The Well-Managed Meeting**

Quiz

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**Q. What's the first question you should ask when planning a meeting?**

- When and where should the meeting be held?
- What snacks should I bring?
- **Is the meeting necessary?**
- Who should I invite to the meeting?

**Q. What's a good tactic for ensuring a meeting stays on track?**

- Preparing in advance
- Having specific goals for the meeting
- **Both a and b**
- None of the above

**Q. True or False: In an Information Giving meeting, the presenter or leader lets others do the talking and just listens to what their team has to say.**

- True
- **False**

**Q. In an Information Gathering meeting, a leader should try to:**

- Elicit open and honest feedback
- Ensure every person has an equal amount of time to speak
- Keep everyone on topic
- **Both a and c**

**Q. True or False: The setting of your meeting can affect the efficiency and effectiveness of the meeting.**

- **True**
- False

**Q. What does it mean to "Set Expectations" for a meeting?**

- **It means sending an agenda with topics and goals to participants beforehand that will help keep the meeting on track**
- It means telling others in the company what kind of meetings you will hold, so they know your meeting style
- It means getting people really excited for your meetings so they won't be tempted to skip them
- It means keeping expectations low, so your meetings will feel more organized than people anticipated

**Q. What is the main job of the Facilitator?**

- To mediate disputes between meeting participants
- To ensure the meeting stays on schedule and on topic
- To keep the meeting leader on track
- **All of the above**

**Q. If the Scribe does not understand something that was said, they should:**

- Stay quiet, write down whatever they hear, and ask the person speaking to clarify later.
- **Be confident enough to interrupt and make sure the statement is clear.**
- Ignore it - if it's really important, it will be repeated.
- Ask the Leader to clarify the statement.

**Q. Which is the best reason to praise helpful contributions during a meeting?**

- It makes you look good as a leader.
- It distracts people from how long the meeting is.
- **It makes people feel more comfortable and willing to contribute their ideas.**
- It isn't a good idea to praise people during meetings.

**Q. At the end of a meeting, the Leader should take the time to:**

- Summarize what was covered.
- Assign Action Steps.
- Set expectations for the next meeting.
- **All of the above.**

**Q. Which of the following is NOT a meeting type discussed in the video?**

- Information Giving
- Information Getting
- **Giving Constructive Criticism**
- Problem Solving

**Q. When sending a meeting agenda to invitees, should you ask for input?**

- Yes - The more topics covered in the meeting, the better!
- **Yes - It's an opportunity to make sure non-relevant issues are removed from the agenda.**
- No - It's your meeting, people can have their own meeting for their topics.
- No - It's important to keep the meeting on track.

**Q. Which of the following roles was NOT discussed in the video?**

- Leader
- Facilitator
- **Fact Checker**
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