



# Common Meeting Problems

## Discussion Questions:

How often do you have meetings at work?

Describe your typical meeting?

Would you say most of your meetings at work are productive? Why or why not?

## Come up with a solution to the following problems.

1. Not finishing on time
2. Inability to make decisions
3. Key members absent
4. Dominant participants
5. Silent participants
6. Lack of follow through on tasks
7. Personal attacks/gossips
8. Boring/Low energy