HONEST MEETING AGENDA

Source: TheCooperReview.com

2:00pm	No one is here
2:02pm	Someone shows up but leaves again since no one else is here
2:06pm	Everyone is here except the "important person"
2:07pm	Important person shows up and apologizes for being late, then complains that there's no agenda
2:08-2:15pm	Try to get the presentation to work
2:16-2:17pm	Try to get person dialing in to mute their phone
2:18-2:27pm	Try to understand what the point of this meeting is
2:28pm	Important person leaves without explanation
2:29pm	Someone shows up asking what he missed
2:30pm	Meeting adjourned, someone suggests a follow up



From: 100 Tricks to Appear Smart in Meetings by Sarah Cooper
Available wherever books are sold