

HONEST MEETING AGENDA

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
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