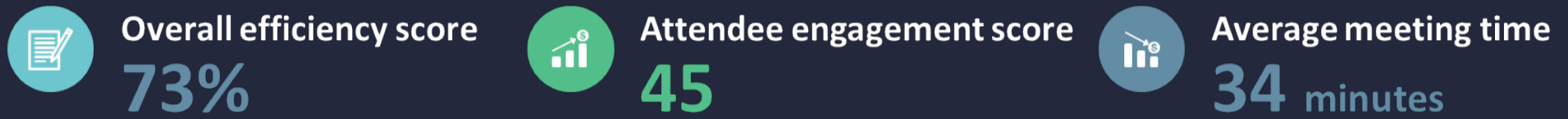


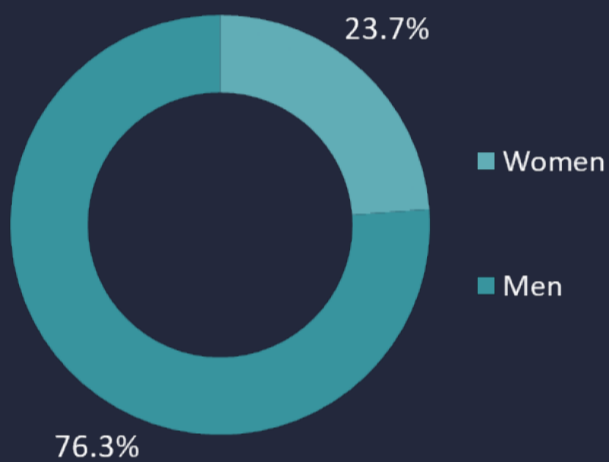
# Meeting Analytics March 2022

## Core metrics

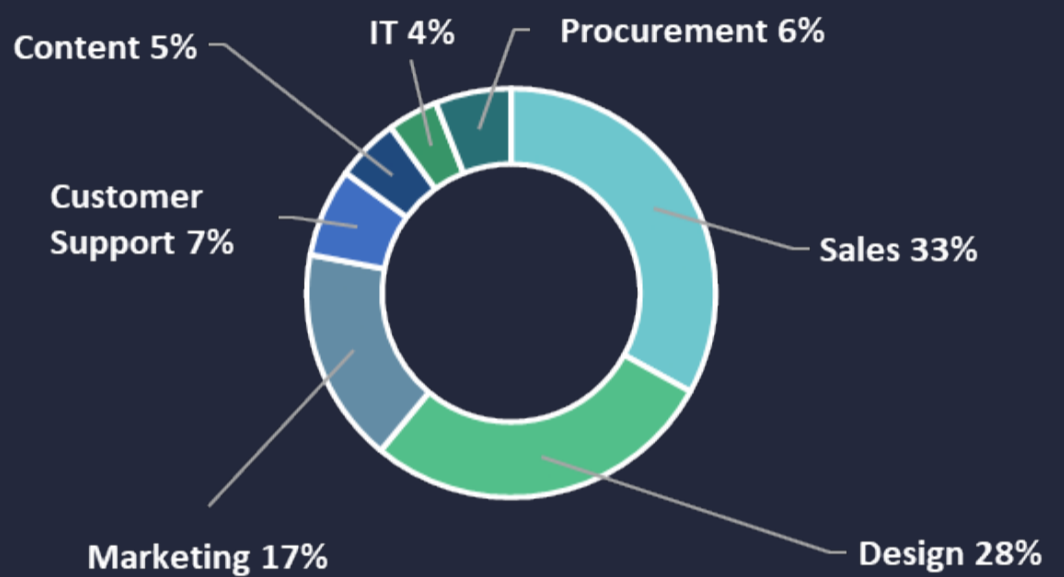


## Activity Dashboard

### Participation per gender



### Meeting Activity



## Improvement Areas

### Dominated meetings

- › There can be many causes for this issue, one of which is psychological safety. Teambuilding can help in increasing participation.

### Too many invitees

- › Being invited to a meeting without clear purpose often leads to frustration. A list of projects with over-invitation has been provided.

### Attendance

- › In 60% of meetings, one or more person that was invited did not show up. Finding the root cause can be important to avoid future frustrations.

### Timeliness

- › Meetings start on average 5 minutes after the scheduled time slot. Literature suggests incentives for timeliness as a possible way to mediate this issue.

### Preparations

- › Often recommended strategies include increasing accountability, set up automatic reminders and educate on how to use the notemaking tool.

To improve