

Use Case: How MeetingQuality is deployed within a Strategy Team

This document illustrates the steps a Strategy Development Team would follow from issuing meeting invitations, to receiving and submitting the assessments, to receiving and utilizing the metrics and reports.

1
Strategy Team adds one additional email address to team's meeting invitation (stratdev@meetingquality.com)



2
As meeting begins, team members receive an email with a 4-question assessment



3
When meeting ends, attendees complete their meeting assessments (taking 45 seconds or less)



4
MeetingQuality's secure server aggregates the results using proprietary and Social Network Analysis algorithms and applies Artificial Intelligence (IBM Watson) to the action items

5 **24 hours after meeting ends, project team members are emailed these metrics / reports...**

| | | | |
|---|---|--|--|
| <p>Meeting Promotor Score (MPS) (peer-rated quality of contribution)</p> | <p>Meeting Quality Score (MQS) [red line] versus progress towards Strategy over time</p> | <p>Action Items / Feedback (reported anonymously) (author name un-traceable)</p> <ul style="list-style-type: none"> Marie posed many very challenging and probing questions that Fred answered thoroughly. Due to network problems at startup, we lost 15 minutes, but recovered nicely. Marie will follow up with Fred on Thursday to discuss next steps. There were 3 change issues that we did not have time to review. Fred, we need to arrange for a time to catch-up on these 3 issues? AI: Joy 73% Confident 67% | <p>Analysis of Action Items / Feedback over time using Artificial Intelligence (IBM Watson)</p> |
|---|---|--|--|

6
Strategy team incorporates the discussion & review of metrics and reports into ongoing project status meetings as part of the strategy planning methodology used. MeetingQuality Consulting Partners provide management advisory services by interpreting the results and turning them into real-world solutions...



7 **Periodically, strategy team members are emailed other metrics / reports – such as...**

| <p>Meeting Promotor Score (MPS) Network Map (line color=relationship strength score) (dot color=average relationship score)</p> | <p>Quality of Strategic Process (Meeting Quality Score [MQS, red line] versus progress of component parts of Strategy for each meeting)</p> | <p>Risk-Value Analysis - Quadrant Analysis Plot Graph displays team's average Risk to Value assessments using a 0-10 point scale for each option</p> | <p>Comparative Progress of Strategy Development across Different Organizational Units</p> <p>MeetingQuality</p> <p>Strategy Development Progress November 29, 2017 2:00 pm (GB-Eire)</p> <p>Strategy Overview The table below lists the last meeting results for each of the strategy development meetings.</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Meeting</th> <th>Vision</th> <th>Goals</th> <th>Obj</th> <th>Tasks</th> </tr> </thead> <tbody> <tr> <td>Group</td> <td>Strategy Development</td> <td>Nov 28</td> <td>75</td> <td>83</td> <td>75</td> </tr> <tr> <td>Operations</td> <td>Strategy Development</td> <td>Nov 27</td> <td>50</td> <td>25</td> <td>0</td> </tr> <tr> <td>Business</td> <td>Strategy Development</td> <td>Nov 28</td> <td>62</td> <td>87</td> <td>25</td> </tr> <tr> <td>Engineering</td> <td>Strategy Development</td> <td>Nov 18</td> <td>75</td> <td>82</td> <td>50</td> </tr> <tr> <td>Corporate</td> <td>Strategy Development</td> <td>Nov 14</td> <td>75</td> <td>75</td> <td>50</td> </tr> </tbody> </table> <p>Legend: Vision: Clear and compelling; Obj: Objectives achieved; Tasks: Can be delivered on time.</p> <p>Thank you for using MeetingQuality</p> | Group | Meeting | Vision | Goals | Obj | Tasks | Group | Strategy Development | Nov 28 | 75 | 83 | 75 | Operations | Strategy Development | Nov 27 | 50 | 25 | 0 | Business | Strategy Development | Nov 28 | 62 | 87 | 25 | Engineering | Strategy Development | Nov 18 | 75 | 82 | 50 | Corporate | Strategy Development | Nov 14 | 75 | 75 | 50 |
|--|--|---|--|-------|---------|--------|-------|-----|-------|-------|----------------------|--------|----|----|----|------------|----------------------|--------|----|----|---|----------|----------------------|--------|----|----|----|-------------|----------------------|--------|----|----|----|-----------|----------------------|--------|----|----|----|
| Group | Meeting | Vision | Goals | Obj | Tasks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group | Strategy Development | Nov 28 | 75 | 83 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operations | Strategy Development | Nov 27 | 50 | 25 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business | Strategy Development | Nov 28 | 62 | 87 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Engineering | Strategy Development | Nov 18 | 75 | 82 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Corporate | Strategy Development | Nov 14 | 75 | 75 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |