

# Proposed Meeting Hygiene Workflow

## Quotas

- max 10 hours per week for individual contributors (ICs),
- 20 hours per week for managers.

New meetings that exceed this quota forces an existing meeting to be deleted before new meeting can be accepted.

## Automated meeting follow-up workflow

- All participants anonymously rate how effective the meeting was [1-5] for their individual purpose.
- All participants answer “This could have been a Slack thread.” [Y/N].

## Automated Meeting Scheduler workflow

- Includes a mandatory checkbox: "we tried to resolve this issue on Slack" before booking.
- Forbids creating a meeting without an agenda and associated Notes doc.
- Verifies that the meeting notes include at least one task is created
- Warns if number of tasks and assignees is disproportional to number of participants
- Forbids creating a meeting with more than X participants; requires manager approval
- Calculates and displays meeting cost in the description and notes doc
- Requires mandatory inclusion for the reason each participant is invited
- Adds meetings coach approver or manager approval to restrict meeting creation for organizers who score low on meeting effectiveness.

A Zoom meeting will always be much less effective and much less enjoyable than meeting in real life. Let's stop pretending otherwise.