



Are your meetings suited to your tech savvy staff?

## Meeting fast facts



## How to make your Meeting Productive

- Always have a clear agenda
- Keep the content interesting
- Make meetings a collaborative space for all
- Capture key points and action items



**Do's**



**Don'ts**

- Make it all about numbers
- Get too involved in the preface
- Stray from the topic at hand
- Give a monologue

## How to make Meetings Collaborative



### • Don't give handouts

Handouts distract people from the discussion to focus on reading what's at hand!

### • Encourage video conferencing and collaboration

People are less likely to multitask on video calls



### • Replace messy whiteboards with a SKYSITE SmartScreen

They inspire collaboration and increase productivity, are intuitive and easy to use, and let you take notes, save and share your work. You can even collaborate remotely!



## Use them

### In meetings



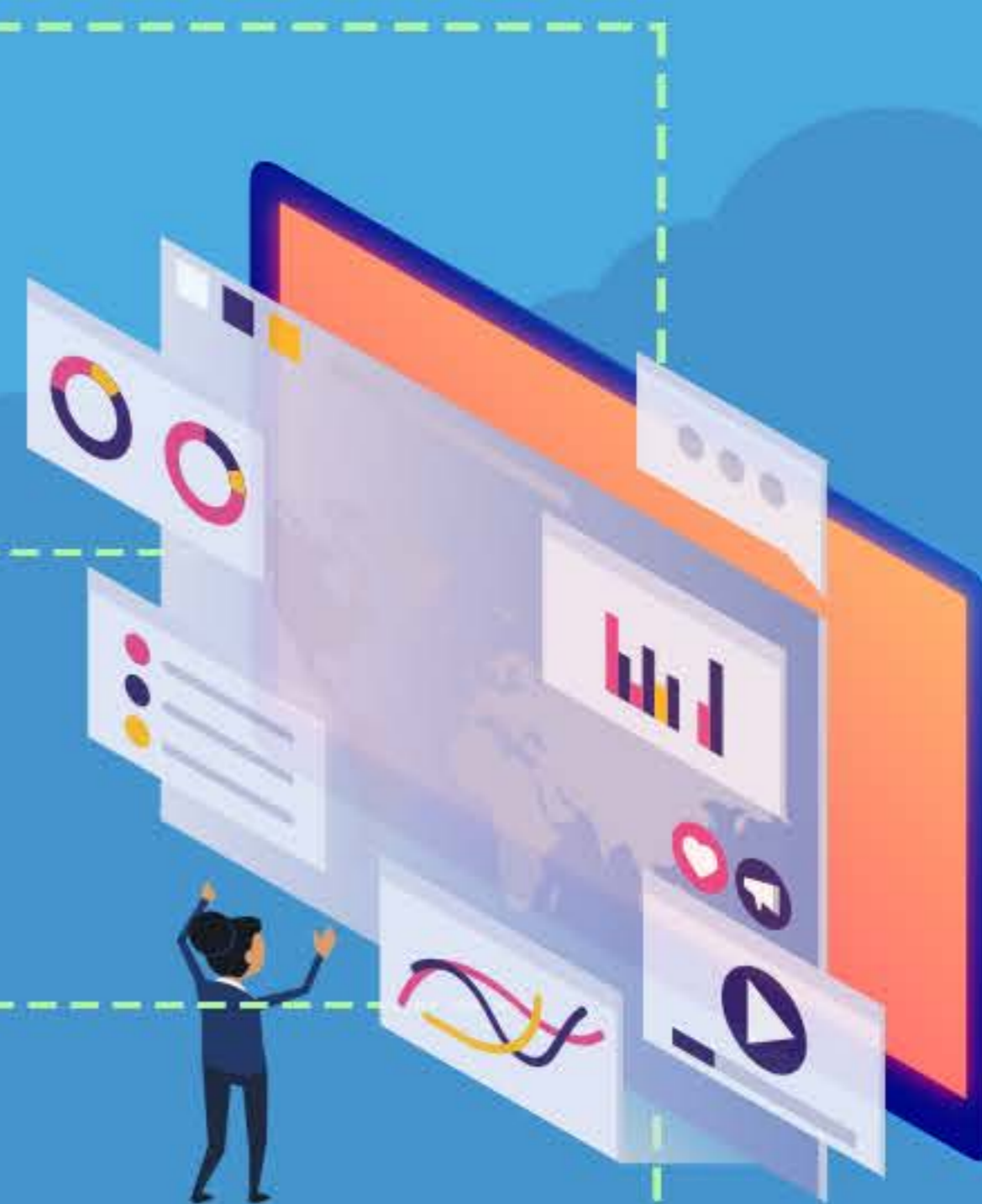
### In the office



### On the jobsite

## Benefits of using a SKYSITE SmartScreen

- Faster problem solving through collaboration
- Improve focus and engagement
- Increase sense of purpose, ownership and creativity
- Involve everyone by sharing content in an interactive way



[Learn more](#)