

MEETING	PURPOSE	PARTICIPANTS	FREQUENCY	QUALITY MEASUREMENT
Project meetings	To follow up on the project. Decide any corrective actions.	Everybody in the project.	Every Monday at 10 a.m.	At the end of each meeting, each participant assesses the meeting on a scale of 1 to 5. All scores below 5 must be justified, and the reasons are evaluated to improve the meetings.
Steering committee meetings	To follow-up on the project. Make general decisions.	Steering committee incl. the project manager.	The first Tuesday of each month at. 10 a.m.	At the end of each meeting, each participant assesses the meeting on a scale of 1 to 5. All scores below 5 must be justified, and the reasons are evaluated to improve the meetings.
Workshops/ brain-storming/ brainwriting	To provide input to the target hierarchy, stakeholder analysis, risk analysis, etc.	The project manager, project members and relevant people from the outside.	As required.	An impartial person, such as another project manager, assesses the result and scores it on a scale of 1 5.
Customer Status Meetings	To inform about status. To clarify unresolved issues.	The customer's project manager/ contact person, project manager and possibly specialists from both parties.	Every other Thursday at. 10 a.m.	The customer's project manager/ contact person assesses the quality of the meeting on a scale of 1 5.

FIGURE 4.56  
The meeting structure of the project – example.