

## PMI Roundtable NW Breakfast Meeting

As of 9/9/05

**Attendees:** George Walker, Bruce Rosenblatt, Sandra Lusk, James Archer, Brian Maddox, Jack Cadron, Roger Parish, Renee Seker, Linda Winfrey, Alexandra Ness, Catherine Stark, Michael McDonald, Jeff Pasek, Kay Pexa (scribe) & Greg Sievers (Facilitator).

**Topics identified**– (prioritized topics & picked the top two)

- 1) Help a team be a better team – beyond storming & managing strong individuals.
- 2) Emotional attachment to a project – maintaining objectivity.

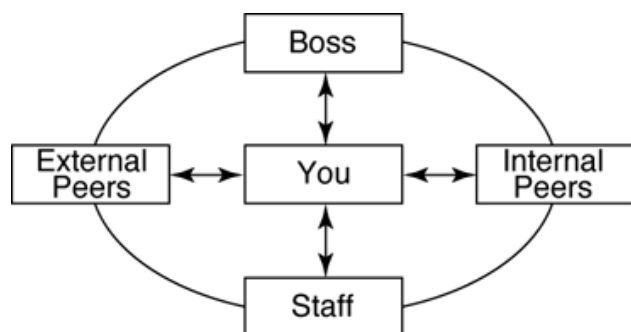
*Leftover / need to bring forward to next meeting* – 3) Taking over an existing project and inheriting the associated problems.

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**1) Help a team be a better team – beyond storming & managing strong individuals:**

- **Situation:** No one & everyone is in charge; not a strong leader, so everyone tries to help. And controlling the negativity in a meeting
- “I don’t want to lead, but I don’t want you to lead either.” Others tending to shoot you down. Need to get agreement on a leader.
- A facilitator needed for the meeting to help control personalities. Need to follow “Effective Meetings” tools & techniques. <http://www.effectivemeetings.com/meetingbasics/training.asp>
- Need to define use ground rules. *See sample ground rules below.*
- Forming/Storming may be necessary when the group changes. Any time a new member joins or a member leaves forming & storming typically takes place.
- <http://www.businessballs.com/tuckmanformingstormingnormingperforming.htm>
- Need to define the roles within the teams. What is your role in regards to effective participation in meetings? Of being a facilitator? Of being a leader?
- Establishing consensus. It’s OK to “disagree & commit”.
- Is the leader building a team or bringing the team down? What’s their intention? What’s the team’s reality?

**2) Emotional attachment to a project – maintaining objectivity.**

- **Situation:** a Project Manager removed self due to too much history and lack of objectivity. This takes courage & solid sense of self-awareness.
- Need to focus on objectivity early, so you can refocus later when emotions are running high.
- Book recommended: 17 Lies We Tell Ourselves – S. Chandler
- Need to get the major players together frequently every day for coffee, standup meetings have been used which helped keep the meeting focused & brief.
- Managing Management Time – Bill Oncken and “Managing Your Molecule” (see attached Web site)
  - <http://www.oncken.com/monkey.html>



# Ground Rules

1. Share all relevant information.
2. Everyone participates.
3. Be specific & ensure same definition of words.
4. Discuss un-discussable issues.
5. No attacking, judging, blaming or innuendo.
6. Ask for clarification for meaning of comments (especially when it's involving you).
7. Confidential – stays within the team.