

# HOW TO CONDUCT A MOVING MEETING

DECATHLON



## ■ PREPARE & NOTIFY

- Obtain teammates' permission before scheduling.
- Provide ample notice for better preparedness.



## ■ TIMING & DURATION

- Align with regular office meeting times.
- Adhere to the scheduled duration whenever possible.



## ■ MEETING SETUP

- Confirm an alternative meeting point if needed.
- Come prepared, just as in a traditional meeting room.



## ■ TOOLS

- Bring a pen and paper or use your phone for notes.
- Circulate an agenda in advance for focused discussions.



## ■ ROUTE PLANNING

- Plan the walking route, incorporating stops for key discussions.
- Define the walk length and final destination.



## ■ WEATHER CHECK

- Monitor weather conditions and adapt plans accordingly.
- Explore indoor walk options if outdoor conditions are unfavourable.



## ■ LOCATION

- Choose quiet, non-disruptive locations for productivity.
- Avoid busy or noisy areas for effective discussions.



## ■ BACK-UP PLAN

- Establish contingency plans for unforeseen circumstances and consider a standing meeting as an alternative.
- Schedule meeting rooms as a fallback option.

