

How Do You Run Your Weekly Ops Meeting?



Issues at Hand

The Ops meeting, in which representatives from different parts of the company share information with one another, serves an essential function in many organizations. Each day presents a new challenge; and, with the help of the other participants, each representative is able to address the issue facing them and their department. The work for the meeting, however, begins much earlier in the week with the gathering of the data that will be presented in the Ops meeting.

The meeting is a critical gear in the engine of the organization, while a conference call and past meetings provide the fuel. Each department sitting around the table, plus those over the phone, share their current and recurring concerns.

No Situational Awareness

This isn't done efficiently, however. The information lacks structure. Some read from their legal pads, some recite unrefined emails, and some riff off the cuff while lacking focus. This may only let two departments speak during the meeting and makes keeping a record troublesome.

While attendance is mandatory and necessary, it's a waste of time and money for some of the departments. Far more urgent tasks would benefit from the time spent on the meeting. But the impact reaches even further. Without a structured information sharing process, an organization risks having an inaccurate or incomplete record of the meeting, and pertinent information is lost and buried under more meeting notes. When that information becomes useful, it won't be accessible.

Digital Structure for Ops

Software is a must for a meeting like Weekly Ops, where each session is rich in dense information, to function effectively.

A web-based, mobile platform is key to making intra-departmental information sharing effective and engaging. With a platform, departments can also collaborate in real time with each other, during both Ops meetings and other operations. Using the tool, the meeting and its agenda can be recorded as well. For those that can't attend, this allows them to catch up and collaborate outside of the meeting's window. And for anyone else, they can reach the data when it's needed with a quick search.

The Solution

These meetings, and all the information they present, need structure to provide value to each attendee. This applies to the before, the during, and the after as well, which is all possible with Veoci. Forms helps structure the data before, Dashboards present the information, and Rooms engage the team and record the discussion, which can all be referenced at any point after. With Veoci, you're in control of your Weekly Ops meeting.