

Recommendations for meeting structures

We recommend that Sekoia be put on the agenda for staff meetings as a permanent item. It may also be advantageous to bring a computer to these meetings and to make corrections and updates in, for example, Tasks, Observations and Plans when making the decisions. This means that everyone can approve the changes. The new description before it is saved and shortly after is updated and disseminated on the screens. This recommendation does not depend on the size of the organisation. Organisation size or number of homes is important for the possible organisation.

For a smaller or medium size home or group: We recommend setting up a meeting structure that allows administrators and super users to meet in a fixed format. How often this occurs may also depend on how far you are in the process of Sekoia. In the beginning it may be an advantage to meet more often, for example, once a month for 1 hour as it is important to be tuned into the decisions made. Therefore, we also recommend that management participate. Later in the process where Sekoia is a more natural part of the organisation, the meeting structure can be every three months.

For a larger size homes or a large number of homes in the group:
We recommend that the same structure be made as for smaller homes. This is to ensure the use of Sekoia all the way down to the departmental level. In addition, we have learned that it can create great value in the effort to ensure a common perspective and common language if saved and developed across the homes. For example, that x-number of Administrators and / or Super users from the different homes meet  with a meeting structure every three or six months. In larger organisations, we have experienced that this setup creates great value for both usage and development, but also for sparring and knowledge sharing across the homes.

Recommendations to agenda:

It may be advantageous to have a fixed structure for an agenda to ensure that you discuss the relevant themes of Sekoia. This agenda can be formed in the organisation, but the following can be an inspiration for how an agenda can look.

1. Follow-up from last meeting and minutes

2. Status on the use of Sekoia. This may possibly be supported by data extraction from eg. Tasks and Observations

3. Focus on specific applications

4. New initiatives to be implemented. Dialogue about how this is done. Scheduling when this is done. Role and responsibilities - who does what

5. At some meetings, the Project Manager will be able to participate if this is desired, but otherwise you can obtain this knowledge by contacting your Project Manager.

6. Scheduling the next meeting