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<i>Problems...</i>	Agenda	Finish time	Dynamic first two minutes	Fewer people	Be Assertive	Point out red herrings	Suggest "off line"	Star on minutes for repeats	Lobby chairman before	Discuss style with chairman
Late start										
Too long										
Unstructured										
Dominated by one person										
Weak chairman lets it wander										
People avoid taking actions										
No decisions reached										
Participants not prepared										
Actions not done from last meeting										

Interruptions: sign on door, mobiles off, possibly lock door or choose remote location - lobby chairman for these if necessary