

What
should I
title my
meetings



Name the Meeting What It Is

When it's a strategy/planning meeting, use the words like 'strategy' or 'planning' in the subject line.

Example subject line: qChange strategic planning 2023

When an information-gathering meeting, use words like 'discovery' or 'discuss.'

Example subject line: Discuss new project initiative

Peer 2 or fewer Boosters

1:1 coaching
catch 1 on 1
up catch-up
one on one
2 on 1

Strategy/Planning 3 or more Boosters

planning strategic
plan strategy
outline strategize
draw up strategise
strategy planning

Problem Solving 3 or more Boosters

support issue
conflict incident
support issue
escalate mess
issue resolution
problem dispute
question hurdle
analyze analyse
analyze analysis
trouble obstacle
investigation
alignment

Team 3 or more Boosters

committee team
staff board
department
group crew
area division
unit office
all hands

Action Review 3 or more Boosters

post after
review revisit
debrief reflect
staff department
committee team
audit assess
assessment
evaluate survey
exam evaluation
examination

Progress 3 or more Boosters

status
check update
progress scrum
sense stand up
working group

Info Gathering 3 or more Boosters

brainstorming
discovery Interview
research idea
focus group
gather ideate
feedback
discuss consult
discussion
workshop
discuss discussion
analysis
analyse align
alignment

Decision Making 3 or more Boosters

approval decide
no go select decision
vote voting selection
final endorse finalize
authorize
authorise adopt
launch adoption sign off

Governance 3 or more Boosters

monthly oversight
governing month
quarterly steering
management supervisory