

## Norming: Tasks and Roles

Table G.4 The seven most negative meetings characteristics

Meeting characteristic	Bothered a lot (%)
Drifting off the subject	83
Poor preparation	77
Questionable effectiveness	74
Lack of concentration (social media)	68
Verbosity of participants	62
Length	60
Lack of participation	51

Source: Smart (1974), quoted in Haynes (1988: 13)