

# Meeting Bridges: Designing Information Artifacts that Bridge from Synchronous Meetings to Asynchronous Collaboration

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## Executive Summary

This paper addresses the growing problem of 'Zoom fatigue' and 'collaboration overload' experienced by remote and hybrid workers, arguing that over-reliance on synchronous meetings negatively impacts productivity and well-being. The authors propose a design concept called 'meeting bridges' — information artifacts specifically designed to encapsulate meeting content in ways that facilitate post-meeting asynchronous collaboration and sensemaking. Drawing on a mixed-methods research design comprising 13 semi-structured interviews, a survey of 198 information workers, and 16 co-design sessions, the study identifies five primary uses of post-meeting information: as an archive, as task reminders, for onboarding and inclusion support, for group sensemaking, and as a launching point for follow-on collaboration. The research further finds that existing meeting artifacts — notably notes and recordings — are insufficient for serving these purposes effectively. From the co-design sessions, the authors distill key design principles for creating more effective meeting bridges. The paper concludes that information artifacts capable of enabling continued transformation and engagement with meeting content represent a significant design opportunity for supporting asynchronous work.

## Key Insights

1. Information workers use post-meeting artifacts in five distinct ways: as archives, task reminders, onboarding tools, group sensemaking resources, and launching points for follow-on collaboration.
2. Current meeting artifacts such as notes and recordings are inadequate as 'meeting bridges' because they fail to support the diverse post-meeting needs of distributed or asynchronous collaborators.
3. A design concept called 'meeting bridges' is proposed, focusing on artifacts that do not merely store meeting information but actively support ongoing transformation and engagement with that information after the meeting ends.

## Practical Takeaways

- Organizations experiencing collaboration overload may find value in re-examining how post-meeting artifacts are structured, given evidence that current formats (notes, recordings) do not adequately serve diverse asynchronous collaboration needs.
- Co-design with end users surfaces distinct functional requirements for meeting artifacts that differ from what standard tools currently provide, pointing to a gap between tool design assumptions and actual worker practices.

## Critical Analysis

**Strengths:** The study employs a rigorous mixed-methods design combining qualitative interviews, a reasonably large survey sample (198 information workers), and participatory co-design sessions with 16 participants, lending methodological credibility. The grounding in empirical user research before proposing design principles is a recognized strength in HCI research. **Limitations:** The paper is submitted to arXiv and does not appear to have undergone peer review at the time of indexing, which limits confidence in its conclusions. The sample composition (information workers) is not fully detailed in the abstract, raising questions about generalizability across industries, roles, and organizational contexts. The proposed 'meeting bridges' concept remains at the design-principles stage and has not been empirically validated through deployment or longitudinal study, meaning its actual impact on productivity or well-being is unconfirmed. The framing assumes that shifting work to asynchronous modalities is inherently beneficial, which is an assumption that warrants scrutiny depending on task type and team context.

## Organizational Practice

The article describes information workers' post-meeting practices, including the use of meeting notes and recordings as reference documents, task tracking tools, and onboarding resources for absent colleagues. Co-design sessions with workers were used to surface unmet needs and generate design principles for improved meeting artifacts.

## Strategic Implications

The findings suggest a growing tension between synchronous meeting culture and the needs of distributed or asynchronous workforces, indicating that organizations investing in collaboration tools may face pressure to move beyond static recording and note-taking toward dynamic, purpose-built post-meeting artifacts. The identification of five distinct post-meeting use cases implies that a one-size-fits-all meeting artifact design is misaligned with how workers actually process and act on meeting information.

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**Validation Status:** passed

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