



## 3 TYPES OF MEETINGS



### DECISION-MAKING MEETINGS

These meetings require engaged and informed participants. Decision-making meeting benefits from real-time engagement. Some decision making meetings are feedback meetings where participants are asked to react to a proposed Design or to evaluate a creative concept; for these sending an e-mail, posting information, or sending a survey might work too.



### INFORMATION SHARING MEETINGS

Information can be shared in one direction – as in a presentation to a division; it can also include an exchange as would take place in a one-on-one. Often, this type of meeting can be eliminated, or its frequency can be reduced.

**Alternatives:** Reports, dashboard-type status updates, asynchronous communication, or e-mail.



### COLLABORATIVE MEETINGS

The goal of a Collaborative Meeting is to craft a solution to a problem or develop a new concept. This type of meeting benefits from real-time engagement by the participants (virtually or in-person). These meetings might be described as “brainstorming” or “working sessions.”