

TYPES OF MEETINGS

INFORMATION SHARING MEETINGS

- Main purpose is to pass on / communicate information to an established group.
- The individual leading the meeting, frequently is the person communicating and chairing the meeting.
- Often the flow of information is one way (chair/leader to participant).
- Ask yourself: is there another way to communicate this information??

Purpose:

Outcome:

Your role:

Invitees:



PROBLEM SOLVING MEETINGS

- Meeting held to generate discussion in a group setting.
- Clearly identified that there is a problem to be solved OR an issue to be discussed.
- Expectation is that the invitees have valuable input to provide and will contribute to generating solution, resolution.

Purpose:

Outcome:

Your role:

Invitees:



STAFF MEETING

- Frequently a routine happening, regularly scheduled.
- Generates
- Who owns it?? Who needs to own it??

Purpose:

Outcome:

Your Role:

Invitees:



COMMITTEE MEETING (*aka: Task Force, Ad Hoc etc...*)

- Groups of people brought together to deal with a common focus/issue.
- Often purpose evolves to primary responsibility to review and plan on-going activities, monitor progress or to provide feedback/perspective.
- Long and short term mandates.
- Purpose and outcomes defined in team charter and or terms of reference. Documentation is work of the committee.

Purpose:

Outcome:

Your role:

Invitees:

