First, Ask Yourself:

1) What is the goal of conducting this meeting?
2) What materials (decks, links, outlines) can I send in advance so people can come with core knowledge and spend the meeting actively engaged with each other?
3) Instead of meeting, can people just review those materials independently and then respond via Slack channel or other means?

If You Need the Meeting:

- People must be there live in the moment to engage and contribute to something.
  - We're building something together.
  - We're strategizing together.
  - We're discussing a project's status.
- It is critical there be a regular cadence for the development of relationships and strategy for a project or shared priorities.
  - We need to meet regularly to align around vision and strategy.
  - We need to meet with other teams to better understand their needs + priorities.
  - I want to check in with individuals on my team around culture, work, or growth.
- I have questions about a product, service, or project.
  - I need clarity or advice.
- I need a status update on what's done and what's still left to do.
  - We're discussing activities that reflect a project's overall status.
- My team needs to get something done together quickly.
  - We're creating something with immediate turnaround.

Meeting Types

Team Meeting (Strategic)
Convening a team for a check-in around strategies, priorities, challenges, and/or opportunities. Can be specific to a team or project. Can be a project kick-off or recurring.

Team Stand-Up (Tactical)
Convening a team very briefly (30 min. or less) to check in on individual tasks and roadblocks. Usually specific to a project. Can be recurring.

Working Session
Convening a team for an active meeting where individuals are devising and creating concrete outputs. Consider starting the session by articulating a list of tasks to be completed.

Consulting Session
Brainstorming and getting input on a project based on sourcing expertise within the organization. Usually with cross-organization participation, and used to initiate a project. Come prepared with questions and ideas ...but mostly questions.

1 on 1
Making time to have a direct, uninterrupted conversation with someone around strategic or tactical activities. This is also a recommended regular occurrence between managers and team members.