

A Decision Tree When is a Meeting the Way to Go?

Do we need two or more of the following...

- Relationship-building
- Active exchange of ideas
- Group problem solving
- Dialogue for decision-making
- Distribution of the same information at the same time to everyone
- Is input needed now or is it ok to wait for it

If YES...

- What location makes the most sense e.g. telephone, face-to-face, and/or internet?
- Who would need or want to be there?

If NO...

What might you do instead?

Meeting Alternatives: personal conversations, online surveys, written

request for input, other?

One-Way Communications:

e-announcement, newsletter, online posting, website, other?

Two-Way Exchanges:

email, phone calls, web-meetings, other?