DO I HAVE
TO HOLD
A MEETING?

YES? NO? MAYBE...

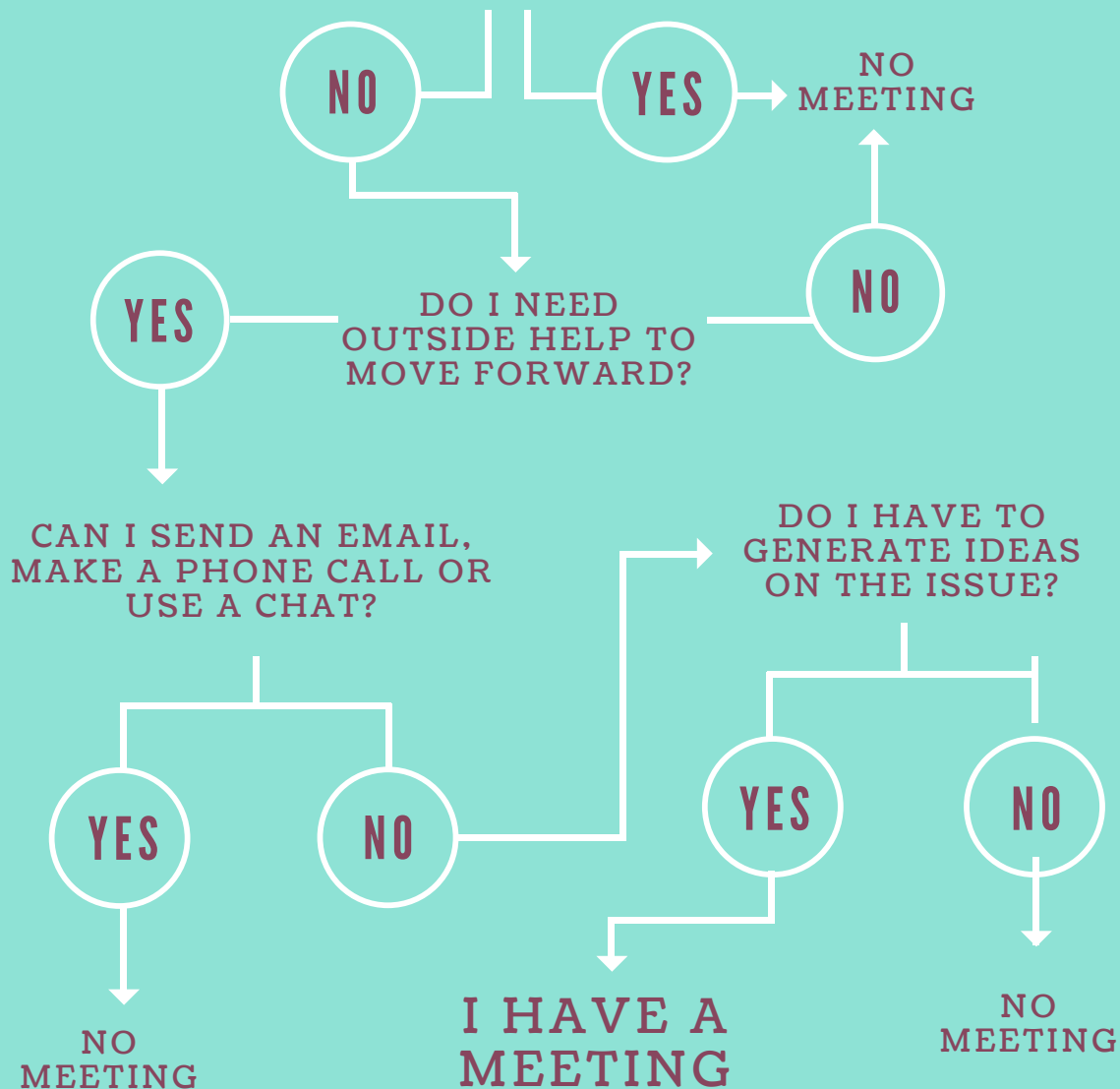**DECISION TREES**

PROBLEM-SOLVING MEETING

INFORMATIVE MEETING

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DO I HAVE TO HOLD A MEETING?

PROBLEM-SOLVING MEETING

I HAVE A SPECIFIC PROBLEM. CAN I SOLVE IT ALONE?

NO — **YES** → NO MEETING

YES — DO I NEED OUTSIDE HELP TO MOVE FORWARD? — **NO** ↑ NO MEETING

CAN I SEND AN EMAIL, MAKE A PHONE CALL OR USE A CHAT?

DO I HAVE TO GENERATE IDEAS ON THE ISSUE?

YES — **NO** → **YES** — **NO**

YES → NO MEETING

I HAVE A MEETING

NO MEETING

DO I HAVE TO HOLD MEETING?

INFORMATIVE MEETING

Do I have to share information with my team?

YES ———————— **NO**

No meeting

Is this information sensitive or specific?

YES **NO**

Are there any questions that need to be answered quickly?

Can I send an email, make a phone call or use a chat?

NO **YES** **NO** **YES**

No meeting

Have a meeting

No meeting

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MEETING MANAGEMENT
SOLUTION FOR BOARDS,
COMMITTEES AND TEAMS.

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