Exercise

# Team Meeting

***In the table, consider each of the meeting attributes and decide whether that attribute is appropriate for pulse meetings, problem solving meetings, both or neither.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Meeting Attribute | Pulse | Problem Solving | Both | Neither |
| 1 | Short duration (< 15 minutes) |  |  |  |  |
| 2 | 1 hour  |  |  |  |  |
| 3 | Take as long as needed |  |  |  |  |
| 4 | Identify risks or issues |  |  |  |  |
| 5 | Resolve risks or issues |  |  |  |  |
| 6 | Discuss project status |  |  |  |  |
| 7 | Selected team members attend |  |  |  |  |
| 8 | All team members attend |  |  |  |  |
| 9 | Team members and senior managers attend |  |  |  |  |
| 10 | Meeting is chaired by the project leader |  |  |  |  |
| 11 | Meeting minutes are taken |  |  |  |  |
| 12 | Agenda is provided ahead of time |  |  |  |  |
| 13 | Formal presentations are given |  |  |  |  |
| 14 | Regularly scheduled – same time and place |  |  |  |  |
| 15 | Occur when needed |  |  |  |  |