Solution

# Team Meeting

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