Solution

# Team Leadership: Team Meetings

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|  | Meeting Characteristic | Pulse Meeting | Problem Solving Meeting |
| 1. | Meeting purpose | Understand status of team activities. | Resolve a problem or issue the team faces. |
| 2. | Meeting duration | 10 – 15 minutes | As long as it takes or for a set time followed by more meetings if the problem is not resolved. |
| 3. | Meeting location | Same place | Location best suited for problem analysis. |
| 4. | Meeting attendees | Entire team | Those who can contribute to problem analysis or resolution. |
| 5. | Meeting decisions | Whether work is on schedule and whether a problem solving meeting is needed. | Problem corrective and preventive action. |
| 6. | Meeting agenda | Report on change of status since the last Pulse meeting. | Steps of the problem solving process. |
| 7. | Meeting format (formal/informal) | Team decides based upon team culture and activities. | Team decides based upon team culture and activities. |