

IS A MEETING NECESSARY?

Meeting Options Matrix

Criteria	Options		
	No Meeting – Take Personal Action	Communicate or Meet Selectively	Convene a Group Meeting
Available Time	Only you are available	Few people available	All are available
Decision Authority	You alone have authority	You share authority with others	Entire group has authority
Further Information	You have all the information	More information could be helpful	All others have necessary or helpful information
Judgmental Aid	Need no help	Other's help/input nice to have	Other's input helpful or necessary
Involvement or Commitment	No one else involved	Some others need to be involved	Broad commitment desired/needed
Implementation of Ideas and Action	No one else involved	Some others will be implementing	Entire group will be involved
Full Understanding of Subject	Only you need to understand	Some others must understand	All others must understand
Learning or Training Opportunity	None needed	Some need training	Entire group needs training
Problem Analysis	Your own view is adequate	Other's views and expertise helpful	All other views and group synergy needed
Conflict Resolution	No conflict exists	Isolated conflict between few people	Broad group conflict must be resolved
Team Building	None needed	Some people need help	Entire group needs to improve