Should We Have a Meeting? (If Not, What Should We Do Instead?)

**Decision Tree**

- **Do I have a desired outcome?**
  - Yes - continue
  - No - don't meet or write one and continue

  - **Is the desired outcome only information sharing?**
    - Yes - schedule your meeting after considering options other than a meeting, including, sharing a file or slides
    - No - meeting might be the right answer
  - **Is the desired outcome for collaboration/discussion?**
    - Yes - you should probably meet (make sure you invite the right people who have insight, information and impact)
    - No - reconsider if a meeting is needed
  - **Is the desired outcome for gathering input?**
    - Yes - you may need to meet, but other options include: Consider asking for input in phone calls, in chat channel or email, or by reaching out for individual conversations
    - No - reconsider if a meeting is needed
  - **Is the desired outcome decision-making?**
    - Yes - consider meeting and get the right people
    - No - reconsider whether to meet
  - **Are you trying to build the remote team?**
    - Yes - consider meeting
    - No - make sure you have a yes to other questions in this decision tree before scheduling your meeting
Non-meeting options that can sometimes replace a meeting

- Send a group or individual voice mail
- Share a file for input and collaboration
- Share presentation slides
- Send a video
- Ask individuals
- Request individual input from chat, IM, email, or other formats
- Create a virtual brainstorming space
- Have one-on-one meetings