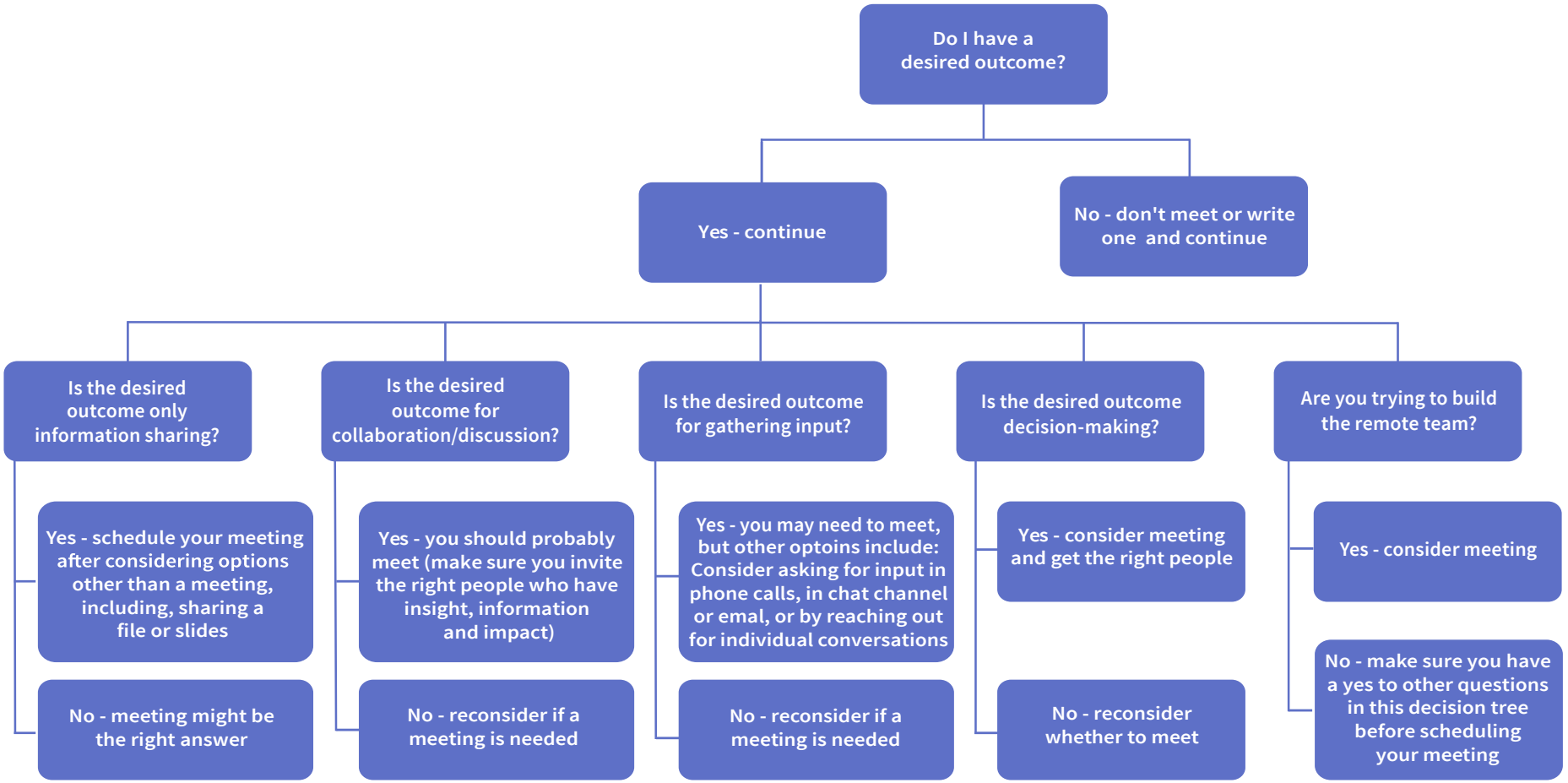
Should We Have a Meeting? (If Not, What Should We Do Instead?)

Decision Tree



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