Exercise

# Team Leadership: Team Meetings

Two common team meeting types are the Pulse (status) meeting and the Problem Solving meeting? Consider each of the meeting characteristics below and describe the way each of those characteristics is addressed in pulse and problem solving meetings.

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|  | Meeting Characteristic | Pulse Meeting | Problem Solving Meeting |
| 1. | Meeting purpose |  |  |
| 2. | Meeting duration |  |  |
| 3. | Meeting location  |  |  |
| 4. | Meeting attendees |  |  |
| 5. | Meeting decisions |  | . |
| 6. | Meeting agenda  |  |  |
| 7. | Meeting format (formal/informal) |  |  |