

Meeting purpose	Always/ Mostly	Sometimes	Rarely	Never	Alternative?
First meetings					
Talking to clients					
Customer support					
Setting strategy					
Making key decisions					
Consultation					
Project review/updates					
Brainstorming					
Presentations					
Teamwork					
Teambuilding					
Appraisal					
Training					
Key underlying activities					
Exchanging information/Reporting					
Decision-making					
Socialising/developing relationships					
Learning					
Monitoring performance					