**COLLABORATIVE MEETINGS**

Collaborative meetings are more common now than ever. Driven by new technology, it’s increasingly easier to work with your team towards shared goals. And collaborative spaces are no longer restricted to meeting rooms. They can now include just about anywhere set up as a huddle space. Most collaborative team meetings have certain elements in common that allow the group to reach a successful result. The planning of a collaborative meeting sets the tone for its direction. In a collaborative meeting, the agenda or docket is a list of subjects to discuss in order of importance.

**What Are the Elements of a Collaborative Team Meeting?**

* Planning. The planning of a collaborative meeting sets the tone for its direction.
* Goal Setting. Goal achievement is the typical outcome of any collaborative meeting. Participants should identify the intended outcome of the collaboration and agree on the goal of the meeting.
* Communication. For successful collaboration, interaction is necessary, whether it's in person or virtual.