

Types of Meeting

1. Information meeting-to explain something.
2. Team meeting: teams share info, give updates, make decisions, announcements and roadblocks.
3. Kick off meeting-different departments meet for a project
4. Progress report meetings
5. Debrief meeting-to discuss what was or wasn't successful about a project
6. Decision-making meeting-to reach agreement on one or more issues
7. Brainstorming meeting-to think or share new ideas about a topic or to solve a problem
8. Delegate work meeting-to assign tasks to people, giving details
9. Persuasive meeting-to achieve group consensus and gain support for a course of action
10. Board meeting: A meeting of a company's board of directors to discuss strategic decisions and governance issues.
11. Client meeting: A meeting with clients to discuss their needs and expectations, provide updates on projects and resolve any issues.
12. Performance review: A meeting between a manager and an employee to discuss the employee's performance and set goals for future performance.
13. Project meeting: A meeting to discuss progress and issues related to a specific project.
14. Sales meeting: A meeting between sales team members to discuss strategies, goals, and potential deals.
15. Staff meeting: A meeting for employees to discuss issues related to their department or the company as a whole.
16. Town hall meeting: A meeting for employees to discuss company-wide issues, share ideas, and receive updates from upper management.
17. Training session: A meeting for employees to learn new skills or receive training on new technologies, processes, or tools.

G1: Identify the type of the meeting of the given scenarios:

1. Your department is facing some internal issues and your manager has called for a meeting to discuss them: Team Meeting
2. You work at a publicly traded company and there is a meeting taking place to discuss strategic decisions and governance issues: Decision-making meeting
3. You are leading a meeting with your project team to discuss the progress of the project, identify any roadblocks and set goals for the upcoming weeks: progress report meeting
4. You are meeting with a new potential client to discuss their needs and expectations for a project: persuasive/client
5. Your sales team is meeting to discuss their strategies, goals and potential deals for the upcoming quarter: Sales /team meeting

6. You are leading a meeting to discuss the progress and issues related to a specific project:
progress report meeting/ project
7. Your team is facing a challenge and you are holding a meeting to generate ideas and creative solutions: Brain-storming meeting
8. You are meeting with an employee to discuss their performance over the past year and set goals for the upcoming year: Delegate work meeting/ performance review
9. You are holding a meeting for employees to learn new skills or receive training on new technologies, processes or tools: information meeting /training
10. Your company is holding a meeting for all employees to discuss company-wide issues, share ideas and receive updates from upper management: Town-hall/company wide meeting

G2: Identify the type of the meeting of the given scenarios:

1. Your company has recently launched a new product and your team is meeting to discuss the marketing strategy: decision making
2. You are meeting with your team to brainstorm ideas for a new advertising campaign:
brainstorming
3. You are meeting with a client to present the progress of their project and receive feedback:
progress /client
4. Your company is conducting an annual performance review of its employees: delegate
/performance
5. Your team is meeting to discuss the progress of a project and identify any roadblocks:
progress /project
6. Your team is meeting to discuss the quarterly sales figures and set new goals: progress /sales
7. Your company is holding a meeting to train employees on a new software program:
information /training
8. Your team is meeting to discuss the agenda for an upcoming conference: team meeting
9. Your company is holding a meeting to discuss the overall strategy and direction of the organization: information /company/townhall
10. Your team is meeting to discuss the progress of a project and identify potential improvements to the process: debrief/project

G3: Identify the type of the meeting of the given scenarios:

1. You are meeting with a potential client to present your company's services and discuss their needs: persuasive /client
2. Your team is meeting to discuss the upcoming product launch and assign tasks to team members: delegate
3. Your company is holding a meeting to announce a change in management structure and discuss its impact: information
4. Your team is meeting to discuss the progress of the project and make necessary adjustments to meet the deadline: progress
5. Your company is holding a meeting to announce the company's financial results for the previous quarter: information /company wide
6. Your team is meeting to discuss the results of a recent survey conducted among your customers: debrief
7. Your company is holding a meeting to introduce a new employee benefits program and answer employee questions: information
8. Your team is meeting to discuss the progress of the project and make necessary adjustments to meet the budget: progress
9. Your company is holding a meeting to discuss the compliance issues related to new regulations: information
10. Your team is meeting to discuss the results of the recent product testing and make necessary adjustments: progress

G4: Identify the type of the meeting of the given scenarios:

1. Your company is holding a meeting to brainstorm new product ideas for the upcoming year: brainstorm
2. Your team is meeting to review the agenda and goals for the upcoming conference: team
3. Your company is holding a meeting to announce the acquisition of a new company and discuss its impact: information
4. Your team is meeting to discuss the progress of the project and make necessary adjustments to meet quality standards: progress
5. Your company is holding a meeting to discuss the company's social responsibility initiatives and how they align with the company's mission: information

6. Your team is meeting to discuss the performance of a team member and provide feedback: team
7. Your company is holding a meeting to review the company's mission, vision, and values and make necessary updates: information
8. Your team is meeting to discuss the progress of the project and identify any potential risks that could impact the project: progress
9. Your company is holding a meeting to introduce a new software tool to the employees and provide training on how to use it: information
10. Your team is meeting to review the results of a recent marketing campaign and make necessary adjustments: debrief