TYPICAL MEETING OUTCOMES:

1. Share information
2. Make decisions or obtain agreement
3. Create documents (charter, workplans, etc.)
4. Solve problems

Length of Meeting	Typical Meeting Outcomes	
1 hour or less	• Share information • Follow up from last meeting	• Feedback
1 – 2 hours	• Review data • Make simple decisions • Solve simple problems	• Determine next steps • Delegate tasks (i.e., assign subcommittees)
3 – 4 hours	• Conduct an issue resolution • Outline a workplan • Start the process of tackling a complex problem Including some or all of the following: » Share information or feedback » Follow up from last meeting » Review data » Make or finalize decisions	 » Solve "simple" problems » Determine next steps » Delegate tasks (i.e., assign subcommittees)
4 – 8 hours	• Problem solve • Develop an action plan • Create documents Including some or all of the following: » Conduct an issue resolution » Outline a workplan » Start the process of tackling a complex problem » Informational » Share information or feedback » Follow up from last meeting	 » Review data » Make or finalize decisions » Solve "simple" problems » Determine next steps » Delegate tasks (i.e., assign subcommittees)