



Types of meetings

There are many different types of meetings; here we focus on those used to:

- Inform
- Consult
- Solve problems
- Make decisions

Informing Meetings

These are the most straightforward meetings where one member, usually the chairperson, has factual information or a decision which affects all those present, which he/she wishes to communicate. Such meetings tend to be formal as their aims are to give the members a real understanding and to discuss any implications or how to put such information to best use.

Consulting Meetings

These are meetings used to discuss a specific policy or innovation and can be used to get participants' views of such a policy or idea. An example could be:

- Review a current policy
- State its deficiencies
- Suggest change
- Stress the advantages of such change
- Admit any weaknesses
- Invite comments

Problem Solving Meetings

These meetings are dependent upon the chairperson describing the problem as clearly as possible. Members should be selected according to their experience, expertise or interest and then given as much information as possible to enable them to generate ideas, offer advice and reach conclusions.

Decision Making Meetings

These types of meetings tend to follow an established method of procedure:

- Description of the problem
- Analysis of the problem
- Draw out ideas



- Decide which is best
- Reach conclusions

Many organisations, clubs and societies hold regular meetings to enable members to report and discuss progress and work in hand, to deliberate current and future planning. Such meetings can contain elements of each of the four above examples.