



Meeting – Location Fit

Types of Meetings

Remote – does not matter where people are

Hybrid – at least a person(s) need to be in the office for a reason

Office – Everyone needs to be together

Types of meetings	Remote	Hybrid	Office	Comments
Weekly team				
Daily huddle				
Manager 1-on-1				
Design workshop				
Event planning				
Sales call				
Lunch & Learn				
Technical review				
Contract negotiation				
Divergent brainstorming				
Convergent agreement				