

## Define at ant t Acc mp is

To determine whether a meeting has to happen, be very clear about the goals.

For instance, you may need people together for a brainstorming session that couldn't be replaced with email. Or, you may want people to be able to comment on what others are doing. Sometimes, you may just want team members to get together jnsuoRlRadlteAjqloumRlRadleeAjpnqstRlRadlreAjopltnadloum