Before you want to call a meeting...

Ensure all stakeholders are aware of the information

Would email, chat or a confluence page do the trick?

Meet a new teammate?

Can you find a time that works for everyone fairly soon?

Have you included only the necessary attendees?

Look to share information in other ways while reaching out to meeting members about your intention.

Develop Relationships

Manager 1:1?

Boom. schedule it.

Share information / Status Update

Would email, chat or a confluence page do the trick?

Think about what you are trying to solve and what is needed before scheduling

Prepare any documentation and disseminate through email/chat/confluence...

Prepare relevant documentation for attendees

Try again

Does everyone have enough background info to get it done?

Has this been discussed before?

Do you have new action items for discussions?

Triple A invite

Project kickoff, decision making, problem solving

Does this need to happen in real time?