## Worksheet: Plan for the Meeting Time and Place

Consider the scenarios below and list the elements that you should consider when planning the meeting time and place.

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Considerations?** | **Notes** |
| Edwin works in the Hong Kong office; the next team meeting will be held in Chicago |  |  |
| It’s the dead of winter and you can’t predict early morning snowstorms in your area of the country |  |  |
| The team has two young mothers who must get to the day care center before it closes at the end of the day |  |  |
| There is a diabetic on the team who must eat lunch at a regular time |  |  |
| The call center requires minimum staffing levels and two of the reps are on your team |  |  |
| The meeting room is near the manufacturing plant |  |  |

Other considerations from the discussion?

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |