

Table 1

Meeting type	Purpose	Leader roles	Participants' roles	Decision
Informational	Share information	Present, answer questions	Listen, ask questions	Made in advance of the meeting
Advice & Counsel	Seek input at meeting	Present issue, problem; ask for input, listen	Ask questions, give input	After the meeting by leader or another group
Problem-solving/ Decision-making	Solve a problem, make a decision	She problem, data, etc., facilitate discussion	Ask questions, understand, help make decision	By the group at this meeting or a subsequent meeting