


Meetings

Problem	Face to Face	Phone/Online	
Time <i>Scheduled for specific time and date.</i>	All participants must be available at the same time.	All participants must be at a computer or phone at the same time	Participants can fit their participation to their schedule.
Place	Participants must be in same place.	Participants can be at different locations.	Participants can be at different locations.
Accessibility	Subject to all participants being able to get to the meeting venue.	Subject to equipment and connection failures of both host and participants.	Time for any connection and equipment problems to be fixed.
Schedule <i>Usually restricted by defined time.</i>	Some topics may get hurried or deferred.	Some topics may get hurried or deferred.	All topics can easily be fully covered.
Agenda Sequence <i>Usually covered in sequence.</i>	Hard to go back or bring an item forward.	Hard to go back or bring an item forward.	Participants may comment or vote on any agenda item at any time.
Agenda	Usually circulated just prior to or at beginning of meeting. Must be approved.	Usually circulated just prior to or at beginning of meeting. Must be approved.	Group members can see and participate in the development of the agenda prior to meeting.
Time efficiency	Participants must sit through discussion of all topics.	Participants can tune out topics but must stay tuned to when important topics come up.	Participants can concentrate on topics relevant to and/or of interest to them. Kept in the loop for all other topics.
Second thoughts	Usually no room for second thought once the agenda has moved on.	Usually no room for second thought once the agenda has moved on.	Participants can continue adding comments to any agenda item at any time.
Meeting domination	Usually dominated by quick thinkers.	Usually dominated by quick thinkers.	Plenty of time for reflection and even research before submitting comments.
Voting procedure	Usually show of hands. Participants could be influenced by the way others vote.	Usually by voice. Participants could be influenced by the way others vote.	Secret ballot. No one knows how you or others voted until after the meeting.
Change of vote	Motion must be reopened and new vote taken.	Motion must be reopened and new vote taken.	Participants may change their vote at any time before end of meeting.
Minute Preparation	Subject to good note taking, transcription, bias, editing, review and approval.	Subject to good note taking, transcription, bias, editing, review and approval.	All comments, replies and votes compiled as submitted to produce accurate minutes.
Minute Circulation	Usually circulated by email. Often takes some time.	Usually circulated by email. Often takes some time.	Available online as soon as the meeting is over. Can be downloaded in summary or complete form in pdf or rtf format.

