UX Meetings vs. UX Workshops

**UX MEETING**
*Where things get discussed:*
*A way for people to share information*

- General knowledge sharing or status updates among team members
- Shallow coverage of many topics
- Measured in half-hours or hours
- Typically conversation-driven: attendees speak and listen
- Focused on meeting outline and presentation design (if necessary)

**UX WORKSHOP**
*Where things get done:*
*A way for people to solve a problem*

- Decision making or consensus building to achieve an actionable goal
- Deep, focused coverage of an issue
- Measured in half-days or days
- Active participation in group activities and artifact creation
- Includes buy-in, agenda creation, presentation design, workshop materials, tools and activities

**Purpose**

**Scope**

**Length**

**Structure**

**Preparation**