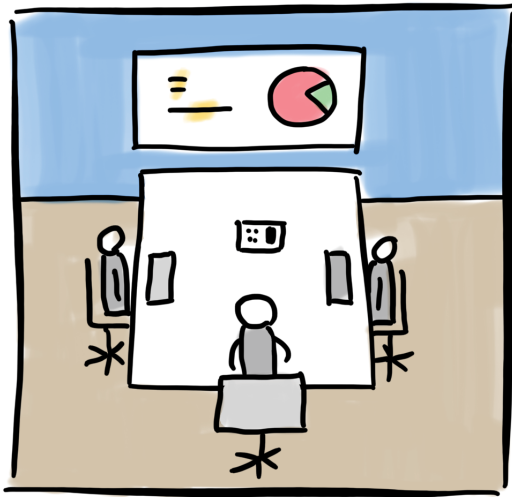# UX Meetings vs. UX Workshops

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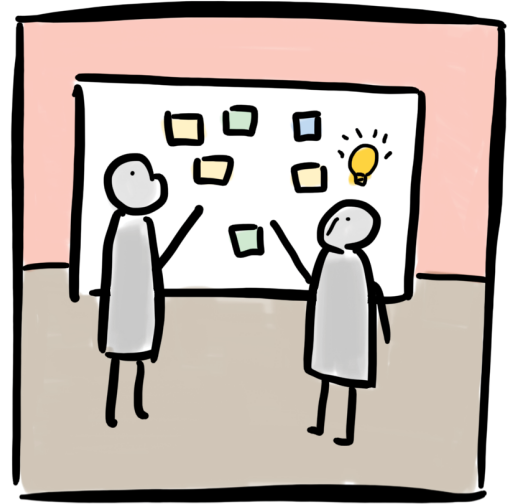*Where things get discussed:*
A way for people to share information

VS

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

Purpose	
General knowledge sharing or status updates among team members	Decision making or consensus building to achieve an actionable goal

Scope	
Shallow coverage of many topics	Deep, focused coverage of an issue

Length	
Measured in half-hours or hours	Measured in half-days or days

Structure	
Typically conversation-driven: attendees speak and listen	Active participation in group activities and artifact creation

Preparation	
Focused on meeting outline and presentation design (if necessary)	Includes buy-in, agenda creation, presentation design, workshop materials, tools and activities