

Task-Oriented Meeting Overview:

- **Pre-Meeting**

A meeting to plan another meeting

- **Meeting Startup**

Check-In, Agenda Review, Desired Outcomes, etc.

- **Meeting**

For each Agenda Item: “Owner” defines Desired Outcome and Agenda Item TYPE:

- Information Sharing
- Idea Capturing
- Problem Solving
- Decision Making

- **Meeting Closing**

- Next Steps
- Next Meeting
- Evaluation (+/Δ)

- **Post-Meeting**

Meeting Take-Down & Follow-up Activities

Desired Outcomes:

By the end of this meeting we will have:

- A list of _____ ... so that we can _____
- A plan for _____ ... so that we can _____
- An awareness of _____ ... so that we can _____
- An understanding of _____ ... so that we can _____
- A decision on _____ ... so that we can _____
- An agreement on _____ ... so that we can _____

Agile Meetings

Example Meeting Agenda

Aug 18th, 2009 - 5:30pm - 8:30pm

What	How	Who	Sub Time	Total Time
Conversations Q & A	<ul style="list-style-type: none"> ▪ Open floor 	All	45min	5:30p – 6:15p
Meeting Startup	<ul style="list-style-type: none"> ▪ Housekeeping ▪ Introductions ▪ Meeting Overview ▪ Agenda Review ▪ Desired Outcomes 	David	10min	6:15p – 6:25p
Problem history and background	<ul style="list-style-type: none"> ▪ Review output from previous strategic planning ▪ Review "A year in the life" of our organization ▪ Review Financial Report/Impact Analysis (ROI) 	Who	20min	6:25p – 6:45p
<u>Make Decision:</u> How to manage organizational reserve funds	<ul style="list-style-type: none"> ▪ Discussion ▪ Proposal ▪ Decision ▪ Next Steps 	All	15min	6:45p – 7:00p
<u>Make Decision:</u> Hire Chief- Operating-Officer	<ul style="list-style-type: none"> ▪ Discussion ▪ Proposal ▪ Decision ▪ Next Steps 	All	15min	7:00p – 7:15p
Create "Strategy and Plan" working group	<ul style="list-style-type: none"> ▪ Review Planning Model ▪ Review current Strategic Plan ▪ Discuss the impact of current economic crisis ▪ Discuss changes we might make to adapt to the current situation ▪ Create "Strategy and Plan" ongoing working group 	Bill All	20min	7:15p – 7:35p
Invitation to Action	<ul style="list-style-type: none"> ▪ Who, What, When, Why – NOW! 	Bill	5min	7:35p – 7:40p
Develop Board Action Plan	<ul style="list-style-type: none"> ▪ Review actions from "crisis report" ▪ Develop new list of board actions ▪ Prioritize list of board actions ▪ Commit to Action Items 	Bill All	40min	7:40p – 8:20p
Meeting Closing	<ul style="list-style-type: none"> ▪ Review Next Steps ▪ Set Next Meeting Date (September ? – time?) ▪ Meeting Evaluation <ul style="list-style-type: none"> ✓ What did we do well? ✓ What could we do differently or better? 	All	5min	8:20p – 8:30p
Post-Meeting	<ul style="list-style-type: none"> ▪ Meeting take-down ▪ Email Notes and Results 	Bill David	Later	Later

Agile Meeting Practices:

- **Clear Agenda/Process**

There is always a process - explicit works better!

- **Clear Roles/Responsibilities**

See Roles/Responsibilities Wall Chart

- **Clear Desired Outcomes**

For each Agenda Item as defined by “Owner(s)” - Like Product Owner decides what “Just Good Enough” means

- **Good Time Management**

Time Boxing/Improved Time Estimates

- **Use Appropriate Tools**

Select the right process for the task at hand

- **Meeting Evaluations**

Continuous Improvement through Self-Reflection
Mini-Retrospectives for each meeting

Meeting Roles & Responsibilities:

- **Facilitator**

Guides meeting process

- **Recorder/Scribe**

Keeps group memory

- **Time-Keeper**

Helps group keep time agreements

- **Spokesperson**

Represents group to others

- **“Vibes watcher”**

Monitors how people are feeling

- **Agenda Item Owner**

Defines Desired Outcome and “Just Good Enough”

- **Subject Matter Expert (SME)**

Provides information and expert advice to group

- **Meeting Participant**

Shares Responsibility for Meeting Success

Parking Lot:

(Risks/Issues/Concerns/Opportunities)

Meeting Evaluation: (+/Δ)

What went well?

+

+

+

What could we do differently or better?

(In “How to...” form to focus on solutions.)

Δ How to improve meeting participation?

Δ

Δ

Δ