

Don't organize meetings. Don't go to meetings. (Unless this will derive clear value !)

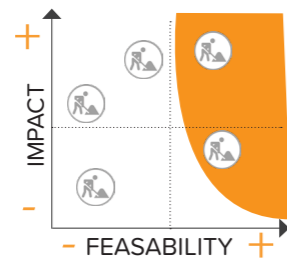
Magic & Meaningful Meetings through structured freedom



5. CONVERGE

DECISION MAKING

Plot Action Points on 2 axes



- Decision Log - Update in real time
- Debriefing
- Like-Insight-Don't like-Engage-Funny
- Fist-2-Five
- Share a drink

1. INVITE

well in advance

- 1. Type of meeting
- 2. Objectives
- 3. Send draft agenda

- OPERATIONAL Meeting
- STRATEGIC Meeting
- RELATIONAL Meeting

- DISCUSS / DEBATE / CO-CREATE/ IMPROVE
- DECIDE
- INFORM

2. PREPARE

ROLES

METHODOLOGIES*

Timing/breaks

- 45min per agenda point
- 30 min per break

Decision-Making Methodology

Physical Room Set up :

- «café» or «cat walk» or circle
- Fruits & Drinks order

- OWNER
- FACILITATOR
- ACTIVE PARTICIPANTS

- CONSENT
- CONSULTATION
- CONSENSUS
- DEMOCRACY
- AUTOCRACY

4. DIVERGE/ DEEP DIVE

Diverse METHODOLOGIES*

- Fish bowl
- World café
- Hopes & Fears
- After Action Review
- 1-2-4-All
- Deep Empathy
- Brainstorm
- Clear & Foggy
- Beer Mat Drawing

Methodologies
<http://diytoolkit.org/>

3. KICK-OFF/ CONNECT



ENGAGE PARTICIPANTS

In the first 5 min - SPEAK / LAUGH/ MOVE

- ex : Line-ups



Group composition
<https://youtu.be/jD8tjhVO1Tc>



KANBAN BOARD - Agenda

TO DO	DOING	DONE