# Purpose

What are we trying to achieve?
Are we trying to make a decision, brainstorm options/action or sync up?
What would happen if we didn’t achieve this purpose?

# Agenda

How will we achieve the purpose?
What will we talk about - who will lead it and for how long?

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>How long?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex 1: Mike</td>
<td>Current state of the world</td>
<td>15m</td>
</tr>
</tbody>
</table>

# Contributors

Who needs to be part of this conversation and in what capacity?
What is the expected contribution of each contributor?

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>Required?</th>
<th>Attended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex 1: Mike</td>
<td>Knows the bug</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

# Key Points

What key points were raised - which ones need to be followed up?
What was parked?

# Preparation

When and where will we have this conversation?
What preparations need to be made?

<table>
<thead>
<tr>
<th>Pre-meeting:</th>
<th>Date &amp; Time:</th>
<th>Duration:</th>
<th>Location booked:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invitation sent to all contributors?</th>
<th>Reminder sent?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post-meeting:</th>
<th>Completed canvas sent to all contributors?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Actions

What happens next? Who is doing what and by when?

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>By when</th>
<th>Done?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex 1: Mike</td>
<td>Deliver the workshop</td>
<td>Fri. 14/11</td>
<td>In progress</td>
</tr>
</tbody>
</table>

If there is to be a follow up, who is organising and facilitating it?
Start Here: Understand The Fundamentals of Meeting Facilitation

**Before the meeting**
- Define/refine the purpose
- Identify the contributors
- Invite the agenda
- Craft the invitation
- Schedule the meeting, book location
- Prepare the location
- Send the reminder

**During the meeting**
- Open - state the purpose, agree the ground rules
- (Invite the agenda - if not already agreed)
- Announce the next agenda item
- moderate the conversation
- record points and actions
- summarise

**After the meeting**
- Close - summarise session, agree next steps
- Send minutes, clearly articulated actions and actioners
- Touch base on the actions
Purpose
Have a quick attempt at a purpose. Use what you create to shortlist the people who can help you achieve it.

Agenda
Invite an agenda from the contributors - what do they want to learn and/or share towards the purpose.

Contributors
Contact the shortlisted contributors, ask if they agree on the purpose. Ask if they are the right people - invite them to suggest others who may also be the right people.

Preparation
Schedule using your favourite calendaring app

Actions
Write down what actions are agreed, who will execute them and how they will communicate that back and by when.

Parking Lot
During the meeting, take note of key points. Connect the points to the agenda items. Acknowledge tangents as ‘parking lots’. Make time to address them at the end.

Agree when you will follow up, how and who will facilitate. Anyone can.

Recommended Usage of the Canvas

1. Purpose
   - Have a quick attempt at a purpose.
   - Use what you create to shortlist the people who can help you achieve it.

2. Contributors
   - Contact the shortlisted contributors, ask if they agree on the purpose.
   - Ask if they are the right people - invite them to suggest others who may also be the right people.

3. Invite an agenda from the contributors - what do they want to learn and/or share towards the purpose.

4. Preparations
   - Schedule using your favourite calendaring app.

5. Actions
   - Write down what actions are agreed, who will execute them and how they will communicate that back and by when.

6. Parking Lot
   - During the meeting, take note of key points.
   - Connect the points to the agenda items.
   - Acknowledge tangents as ‘parking lots’. Make time to address them at the end.

Facilitator Name:

The Meeting Facilitator Canvas
Created by Mike Sutton

amazemeet.com