

Purpose🎯1

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?

Contributors👥2

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

Who	What	Required?	Attended?
ex: 1: Mike	Knows the bug	Yes	Yes

Agenda☰3

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

Who	What	How long?
ex 1: Mike	Current state of the world	15m

Preparation📅4

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

Pre-meeting:

Date & Time:

Duration:

Location booked:

Invitation sent to all contributors?

Reminder sent?

Special Instructions

Post-meeting:

Completed canvas sent to all contributors?:

Key Points📝5

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

Parking Lot:

Actions☰6

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

Who	What	By when	Done?
ex 1: Mike	Deliver the workshop	Fri. 14/11	In progress

If there is to be a follow up, who is organising and facilitating it?

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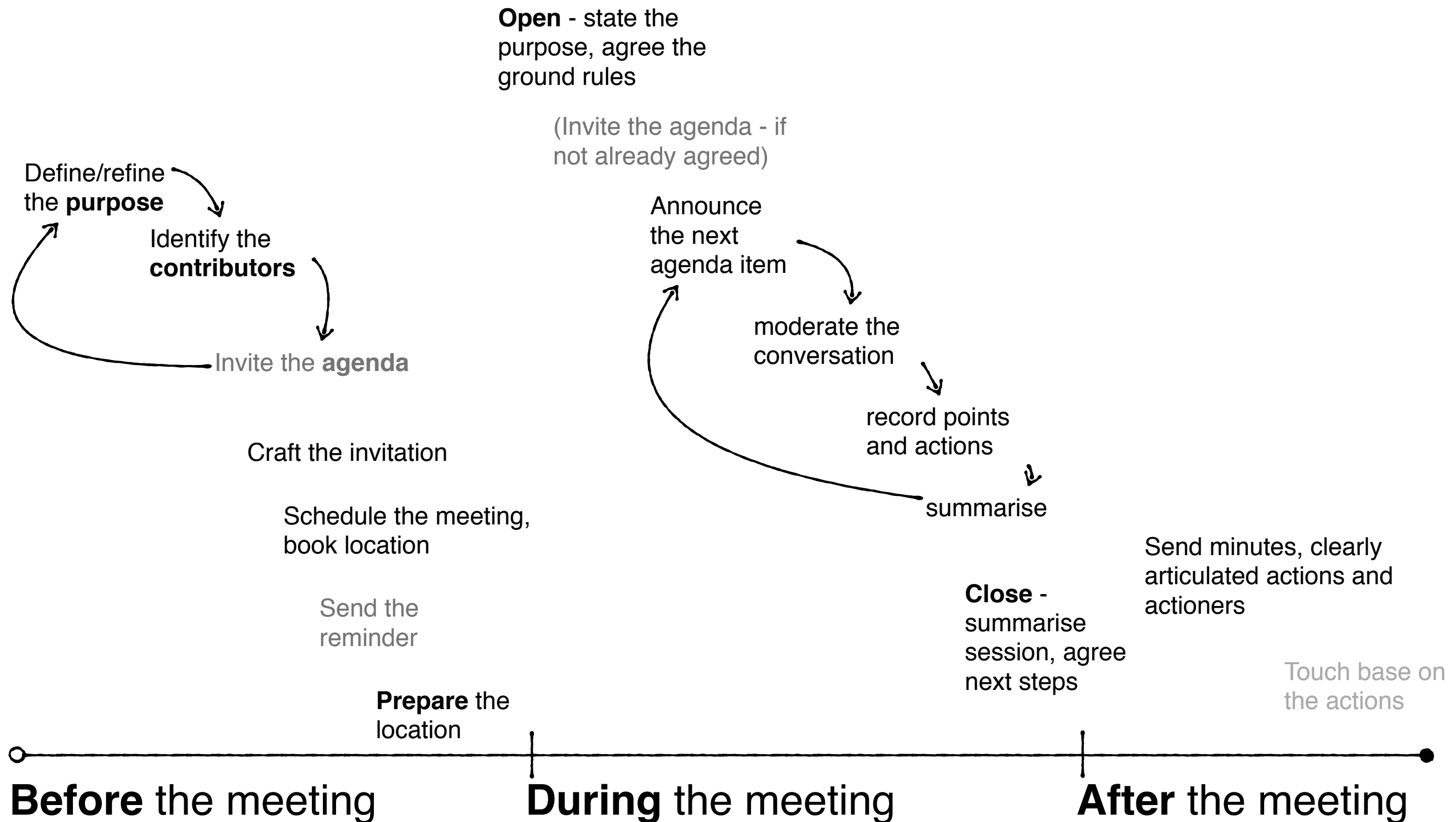
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Start Here: Understand The Fundamentals of Meeting Facilitation



Purpose

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

1**2**

Contributors

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

Who	What	Required?	Attended?
ex: 1: Mike	Knows the bug	Yes	Yes

(Iterate)

Agenda

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

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

3

Preparation

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

Pre-meeting:
Date & Time:
Duration:
Location booked:
Invitation sent to all contributors?
Reminder sent?

4

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.

Schedule using your favourite calendaring app

Actions

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

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

5**6**

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.**