

Meet with *Purpose*

Make the most of every minute
in every meeting

What it is

A set of predefined meeting types that steer your team toward desired outcomes and minimize off-topic and unproductive discussion

Use cases

Challenge yourself and your team to give every meeting a purpose

Audit your calendar and eliminate unnecessary meetings

Avoid reinventing your process in the moment, and focus on the outcome

Meeting

Purpose

Action



Adjust plans and clarify next actions and owners

Decision



Share proposals, consider perspectives, make explicit commitments

Collab



Make something! Do the work, don't just talk about it

Demo



Share work in progress and gather feedback and insights

Learn



Reflect on what's working and where you're getting stuck, as a team or 1-1

Action Meeting

Get all your planning done in 15 minutes per week

What it is

A weekly meeting for teams to adjust plans and clarify next actions

Use cases

Focus on next actions

Make it easy to adjust plans as you go

Improve accountability and transparency

Agenda

Review work in progress

For each task, ask for status.

- **If done**, then move task to done.
- **If blocked**, then move task to Inbox
- **If in progress**, then leave task where it is

Build an agenda

Share 1-2 word “placeholders” for additional items to address, and add to Inbox

Process agenda

For each agenda item, ask, “What do you need?” – turn each item into a specific task, and identify an owner

Pro tip: Capture all tasks in an open and shared tool, e.g. MS Planner or Trello

Decision Making *Checklist*

Make faster, stickier, and more inclusive decisions

What it is

A simple checklist to ensure: decision ownership is clear, different perspectives are heard, and commitments are explicit

Use cases

Save time and avoid endless decision loops

Ensure stakeholders feel included in and committed to group decisions

Integrate dissenting points of view

- ✓ **Define** the decision
- ✓ **Identify** who gets to make the decision – even if others disagree
- ✓ **Choose** a decision method that fits this type of decision
- ✓ **Identify** participants (no more than 7 ± 2 people)
- ✓ **Gather** input from diverse stakeholders who are not participating
- ✓ **Make** a starting proposal
- ✓ **Use** the selected decision method
- ✓ **Write down** and share the final decision
- ✓ **Set a time** in the future to evaluate the decision

Decision *Methods*

Streamline team decisions and avoid the slow slide toward consensus

What it is

Specific decision-making methods that enable you to optimize for speed, wisdom, and hearing different perspectives.

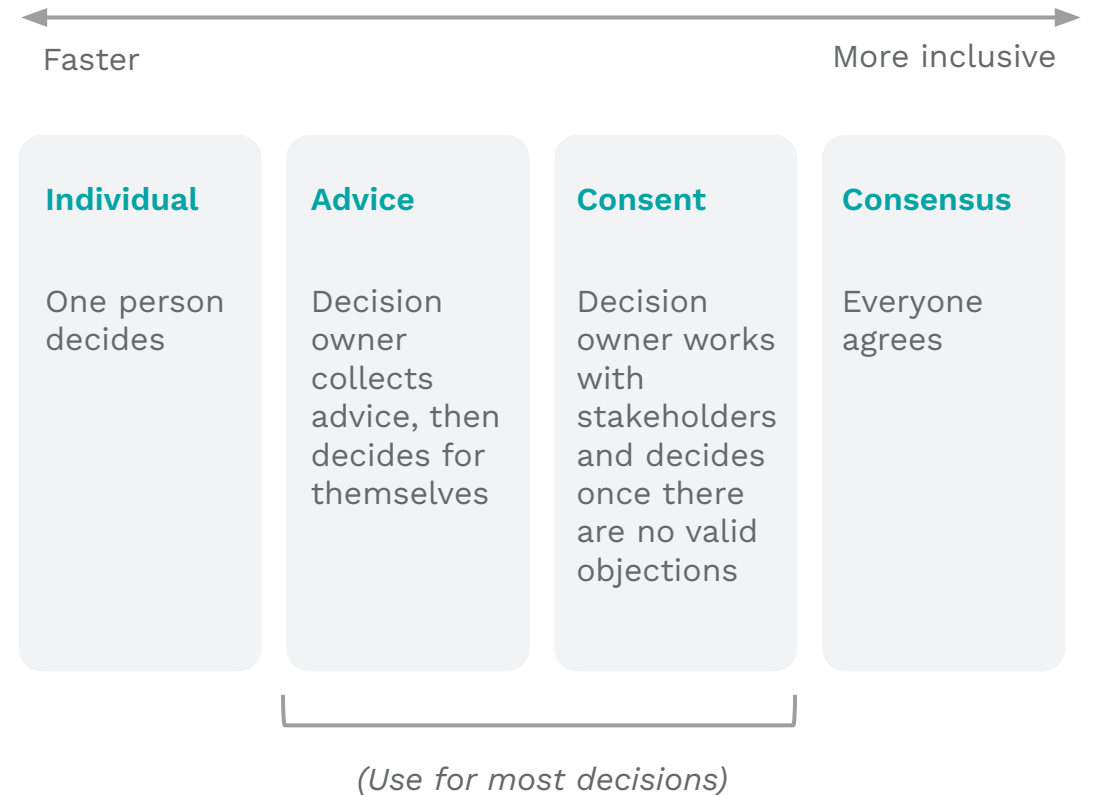
Use cases

Clarify when you are switching from talking to deciding

Make space for dissenting points of view without getting stuck

Avoid discussions without specific commitments

Choose the decision-making approach that fits your decisions and stakeholders



Collaboration Meeting

Doing the work, instead of just talking about the work

What it is

A meeting where team members bring work in progress to develop together in the moment, instead of after the meeting

Use cases

Drive the work of the team forward, rather than talk about the work

Effectively facilitate a group meeting to achieve shared outcomes

Brainstorm on a topic, gather feedback, and make choices together

Facilitating a collaboration meeting

- 1 Invite all attendees to share a 1-2 word placeholder for items to collaborate on and capture the emergent agenda in an open, shared place.
- 2 Work your way through each item on the emergent agenda, taking turns sharing screens and capturing changes as you go
- 3 After each item, explicitly capture next actions and assign owners

Demo Meeting

Frequently share your working product to improve as you go, instead of grand reveals

What it is

A recurring moment where your team *ships* the latest iteration of your work for validation, feedback, or insights from users or stakeholders

Use cases

Gather validation, insights and feedback to improve your work, from your end users

Help senior stakeholders understand where and why the team is getting stuck

Give stakeholders a *to-do-list* of items that will help move the work forward

Put it into practice

aug.co

How to facilitate your demo meeting on a recurring basis

Emergent Agenda

Invite all attendees to build a list of items to share. Each item should be a tangible, raw work item to show, not a verbal update. Work through each item on a shared screen.

Questions & Reactions

For each item, attendees can ask questions, share reactions, and give constructive feedback. Specifically: What works? What would you change?

Team *Retrospective*

Gather information on how your team is doing, and get better on purpose

What it is

A predictable process to reflect on and discuss what is and isn't working, to improve teamwork and effectiveness

Use cases

Build a habit of team learning and reflection

Catch issues before they become a problem

Discuss the gap between how you'd like to be working as a team and the current reality

The agenda

- 1** Ask “what’s working?”
Write silently (2 minutes). Focus on successful actions and choices, not people who did well.
- 2** Ask “where are you getting stuck?”
Write silently (2 minutes). Focus on individual experiences: “I got stuck when...”
- 3** Share
Notice and discuss common themes.
- 4** Ask “What might we do differently?”
Write silently (3 minutes). Share, prioritize, and commit to next actions.

Rounds

Make every voice feel heard & included

What it is

Letting each person speak one at a time, in turn, without interruption

Use cases

Include different personalities and ways of communicating

Make conversations more balanced and less dominated by the loudest voice in the room

Avoid defaulting to the most senior person's opinion

Types

Check in

To begin: What has your attention as we start this meeting?

Agenda

Share topics to discuss during the meeting

Creativity

Silently write down ideas, then share one person at a time

Questions

What questions do you have to clarify your understanding?

Reaction

Share your feedback: What works? What would you change ?

Closing

To end: What are you taking away from this meeting?

Cadence

Design a predictable and reliable working rhythm for your team

What it is

A known, trusted, and reliable team schedule, that helps to focus on progress and output instead of process and administration

Use cases

Give your team a reliable mechanism with which they can improve their work

Let your team know when you'll create actions, collaborate, gather, and share feedback

Eliminate the need to coordinate how and when you'll meet, and focus on the work

Your cadence should include four types of meetings

Action Set actions at the start the week

Collaboration Do the work together in the middle of the week

Demo Share your work and gather feedback at the end of the week

Retrospective Reflect, learn, and adjust course every four weeks

Recommended pace

Weekly for most teams

Daily for faster progress

Bi-weekly for less urgent work