A A MEETING IN THE NEXT MONTH YOU CAN AFFECT

Choose something on the books.
Get your calendar out if you need to.

→

WHO

**WHERE/
WHAT PLATFORM**

WHEN

B GOALS OF THE MEETING

(Create a POP: **P**urpose, **O**utcomes, **P**rocess)

PURPOSE
Why are you holding this meeting?

[e.g. "Bring the community together to feel
a shared sense of ownership"]

DESIRED OUTCOMES
What are you hoping to accomplish during this meeting?

[e.g. "Get the team on board with a new initiative and
clarify the roles and responsibilities for Phase 1."]

PROCESS - DESİGNİNG YOUR MEETİNG: WHO is attending? HOW are they entering the meeting?

Who's attending your meeting? (Could include actual names, or categories of people.)
What are the emotions and behaviors they are bringing to the meeting. What do they need?

[e.g. "team's data analyst;
Anxious about the new project.
Generally quiet during the meeting"]

[e.g. "team's researchers;
.Excited about this new project.
They tend to talk over one another during meetings."]

Then, for each person/category of people, articulate the informational, emotional and behavioral shifts you want facilitaite during the meeting

[e.g. "team's data analyst;
I want her to see the project goals & timeline.
I want her to feel heard and supported.
I want her to actively share her perspective."]

[e.g. "team's researchers;
I want to ensure they each know which part
they of the research they are doing..
I want to maintain their excitement..
I want to ensure they listen to one another."]

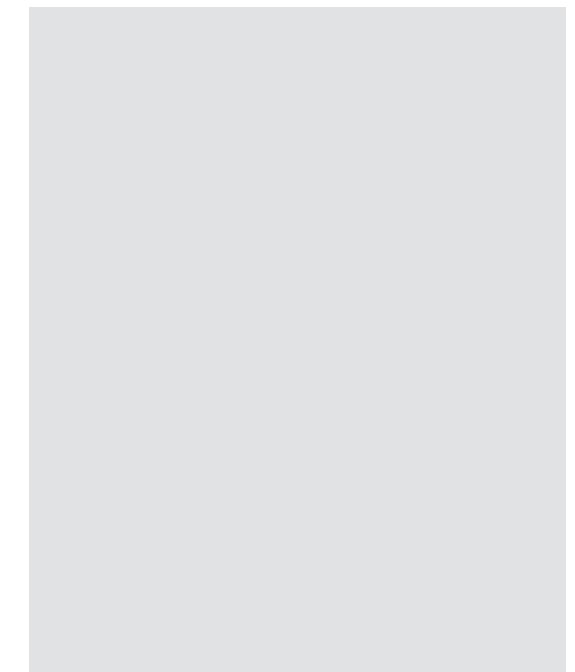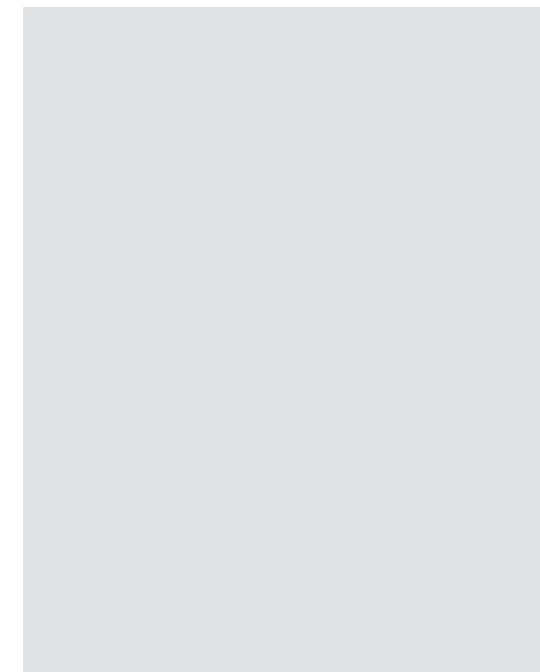# D PROCESS - DESİGNİNG YOUR MEETİNG: Create generative HOW Might We (HMW) questions
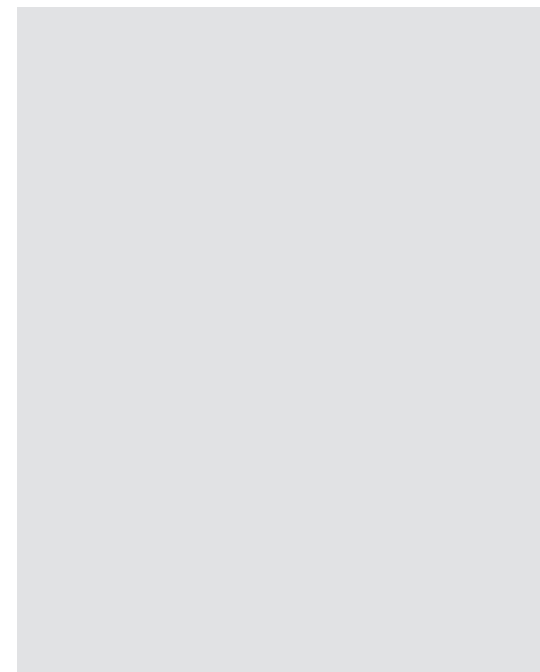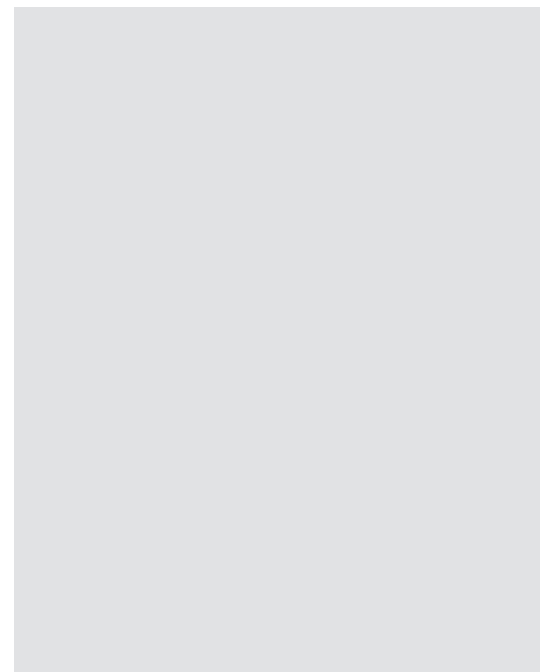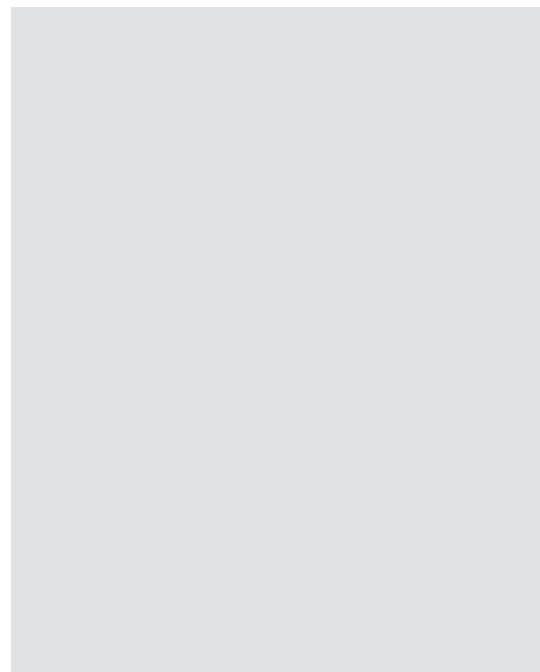
Create HMW questions around the emotions
you want to address/shift.

[e.g. "HMW make sure that everyone feels heard during the meeting? HMW ensure that our data analyst feels supported? HMW reduce our data analysts' anxiety? HMW share and spread the excitement of the researchers?"]

Create HMW questions around the behaviors
you want to address/elicit during the meeting.

[e.g. "HMW ensure everyone shares their perspective during the meeting equally? HMW we prevent reseachers from talking over one another? How might the group visualize the project's outputs?"]

Select one How Might We question and brainstorm a range of activities (and then repeat with other HMW questions above).

Think about using visuals, sound, writing, group sharing, active listening, white boarding, visioning or other experience-based activities.

OUTLINE YOUR MEETING

Make a rough plan of the agenda here.

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Activities

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       Meeting Prep   Start   End   Meeting Follow-Up

Information

Emotions

Behaviors