#n Meeting agenda

time	min	topic		
0:00	5	Check in		
0:05	3	Attendance Duration Minutes Information Next meeting		
0:08	2	Consent to agenda		
0:10	x	Topic #1		RED
0:xx	x	Topic #2	**Fill in topics from the backlog.**	RED
0:xx	x	Topic #3		RED
0:xx	x	Topic #4	**Is the topic a Report, Exploration, or Decision?**	RED
1:xx	x	Topic #5		RED
1:xx	x	Topic #6		RED
1:xx	3	Update the backlog		
1:xx	5	Check out		

Notes for facilitators

In a round, everyone shares how they are. *"How are you doing entering the meeting?"*

- Notice who is present/missing/late.
- Make sure someone is taking notes.
- Ask for permission to facilitate (or ask someone else to facilitate and get the group's permission).

Mention the duration of this meeting. Is everyone able to stay until the end of the meeting?

Are the meeting minutes accurate? Were they distributed? Do all members have access?

Does anyone have any information to share, like an announcement, an invite, or a celebration?

Confirm your next meeting date/time or make a plan.

(1) Describe the agenda and make sure people can ask questions for understanding.
(2) Ask whether something needs to be changed or if the agenda is good enough to get started.

Reports: **(1) Present and let people ask clarifying questions**

Exploration: **(1) Present the issue, let people ask clarifying questions**
(2) Let people give their ideas or reactions

Decisions: **(1) Present the proposal, let people ask clarifying questions**
(2) Let people give their ideas or reactions
(3) Ask for consent/objections

Make sure all additional future topics are written onto the backlog.

Ask "What did you enjoy in this meeting that we should do again? And what would improve your experience?" Take notes - if there are specific ideas or issues, add them to the backlog.