

Meeting 7 agenda: Complex proposals

1. Announce the meeting time

The meeting will be ____ minutes. (Set the timer.)

2. Check-in round

How are you doing today?

3. Read the proposal

4. Clarifying questions round

Do you have any questions about the proposal?

(Write down questions, then answer all at once.)

5. Quick reactions round

What do you think of the proposal?

6. Check for consent

Thumbs up/down/sideways.

7. Closing round

How did today's meeting go?

