



Supplementary resource for the book *The Human Side of Agile*. More at www.TheHumanSideOfAgile.com

Meeting Leader Cheat Sheet

	Before	Start	During
Process	Identify purpose, product, process Write/draw the process Design the agenda as questions	Describe the process	Enforce and adapt the process Be clear on consensus Maximize your neutrality
Activities	Consider silent work Get people active/moving Prepare precise instructions		Make information visible Help participants short-list topics
Engagement	Plan for a fresh experience If online, use collaboration tools, e.g., Mural Choose collaborative activities Make it interesting Pick a suitable space	Start on time Welcome everyone Open strongly (use 4MAT) Encourage everyone to say something Set ground rules to discourage disengagement	Let people talk Call on people by name
Moving along	Have a scribe keep notes visibly Prepare an arsenal of questions	Be visibly present Make a swift decision if key people are absent	Have checkpoints Suggest practical decision rules Keep a parking lot
Dysfunction	Anticipate, be proactive Coach repeat offenders Identify relevant ground rules	Set ground rules with participants	Enforce ground rules Nip dysfunction in the bud
Safety (as needed)	Identify traps and risks Devise relevant safety mechanisms	Check for safety Clarify safety mechanisms, suggest extra ones	Maintain safety

In the **Closing** step:

1. Recap *decisions* made, *action items* with owners, and *deferred items* (parking lot)
2. Clarify the form of *follow-up* and what sort of meeting *record* will be kept.
3. Occasionally, close with a retrospective of the meeting: Liked / Would Do Differently.