

TEAM (GROUP)

MEETING (e.g. Daily Scrum)		
GOAL	FORMAT	TIMEBOX
<p><i>Why do we have this meeting? What is the value we expect to receive from this meeting?</i></p>	<p><i>How do we want to organise this meeting? Which format would give us the biggest value?</i></p>	<p><i>What's the expected timebox?</i></p>
ATTENDEES	INPUTS	OUTCOME
<p><i>Who do we need on this meeting?</i></p>	<p><i>What inputs do we need in order to make this meeting more productive?</i></p>	<p><i>What's the expected outcome of this meeting?</i></p>
		RISKS
		<p><i>What are the activities that we recognise on this meeting that do not bring us any value?</i></p>

Meeting Effectiveness Canvas

This canvas enables teams to establish effective meetings through collaborative agreement on key elements.

Through this framework, teams will:

1. Define clear meeting objectives and purpose
2. Identify essential participants and their roles
3. Determine optimal timing and duration
4. Establish communication guidelines
5. Anticipate and mitigate potential risks

The canvas serves as a practical tool for teams to design, implement, and refine their meeting structures for maximum effectiveness and engagement.



INTERACTIVE AGILE INSIGHTS