

**TITLE OF THE MEETING:**

**DATE:**

**MEETING  
CANVAS**

by

**CONTRACT**  
*personal progressive*

### 1. PURPOSE

Why is this meeting taking place?  
What history/background information is necessary?

### 6. AGENDA

Time	What*	Topic	Method**	Who
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### 4. PARTICIPANTS

Who attends the meeting? What is the role of who?  
What are the needs of the participants? Who is affected without being present?

### 2. GOALS

What do we want to achieve? Min./Max. target definition?  
How do we know that we had a successful meeting?

### 5. TEAM CULTURE

What are existing rules, customs, expectations?  
Which new agreements should we make - if necessary?

### 3. DECISIONS

Which decisions do we have to make? How do we make decisions? Can the participants make all the decisions?

### 7. NEXT STEPS

Who assumes which responsibilities?  
What has to be done by when?

\*I = Information, FB = Feedback, D = Decision, R = Request, P = Planning

\*\*e.g. brainstorming, vote, discussion, group work, world café, marketplace...