#leancoffee

How to lead structured agenda-less meetings

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Fall NEARC
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Meetings can sometimes feel like __________
But they are (sometimes) necessary
When you don’t need an agenda…
..and your plan doesn’t involve “lasers”
Try Lean Coffee

Here’s what you need:

And most importantly…
An enthusiastic team
Here’s how it works:

<table>
<thead>
<tr>
<th>Backlog</th>
<th>To Do</th>
<th>In Progress</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Beer</td>
<td></td>
<td>Good Beer</td>
<td>Good Beer</td>
</tr>
<tr>
<td>Bad Maps</td>
<td></td>
<td>2 votes/person</td>
<td></td>
</tr>
<tr>
<td>Metadata</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

5 min limit per topic, then roman vote

2 votes/person
Outcomes?

Backlog  Tasks