



Meeting - template

16.2 : 16.2
R: A(???)

TODO
when TODO: before meeting

- update map name in the central topic
 - map name describes, the topic of the meeting
 - e.g. New technology research
- update author to yourself at the central topic
- update date of the meeting at the central topic
- do all TODOs - there won't be anything green in the map

participants

TODO: list all participants
when TODO: before meeting

- you can check the presence at the beginning
- being aware of who will be at the meeting will help you to prepare all the other meeting aspects more properly

background and motivation

TODO: sum background and motivation of the meeting
when TODO: before meeting

- what we are coming with to the meeting?
 - if it is an follow-up meeting,
 - what are the conclusions of the last meeting?
 - what else happens since last time?
- what are the main reasons for convening the meeting?
 - what we need to do and why?
 - what issue we face and need to solve?
- it is important to take all the participants into account
 - what it is necessary to tell them to make them able to effectively participate at the meeting?
- it is highly recommended to base this part on facts that can be easily observed and agreed by the participants
 - it is about preparation of stances of all participants that are necessary for meeting the

aim

TODO: declare, what is to be achieved by this meeting and in what time frame
when TODO: before meeting

- start with the aim of this meeting is to...
- at the meeting it is useful to give participants the opportunity to comment and to agree the aim
 - when the meeting start to head a different direction it is possible to reference this agreement and give it the intended direction
 - eventually you can and should revise the aim
- the time frame may also help you to keep the participants focus on the relevant topics and to avoid to waste time on interesting but not relevant topics
- if the conflict and uncomfortable situations are expected during the meeting, it is also recommended to make anchor agreement before you start
 - anchor is about creating the safe atmosphere and it is also a place you can refer if things go another and unpleasant way
 - e.g.
 - we will focus only on facts
 - we will listen to each other first
 - if it is going to be uncomfortable, tell me.

procedure

TODO: declare steps, you plan to do during the meeting and that can obviously lead to its aim
when TODO: before meeting

it is recommended to start with the state of the art related to the aim of the meeting and that is to be changed or developed somehow

meeting minutes

TODO: write down key things that happend, emerged during the meeting
when TODO: at the meeting

- examples
 - variants of solution
 - brainstorming ideas
 - interesting ideas and observation
 - ...

conclusions and agreements

TODO: write down all the conclusions and agreements you have done
when TODO: at the meeting, after meeting

action steps which allows you to move forward are the most commons and desirable conclusions of the meeting