Process Agenda Development

MEETING ENGAGEMENT TOOL

Description

Develop a detailed plan for meeting execution.

Process

Process agendas should include the following information:

- Overall goal of the meeting, and any desired outputs.

- Objectives for each session.

- Who will speak, and run each session.

- The process that will be used to accomplish each objective.

- Supplies that will be needed to perform the process (e.g., easel pads, markers, Post-it notes, dots)

- Timing and the estimated duration for each step in the process

Steps:

1. Determine the meeting goal and outputs.

2. Develop a list of objectives to reach the meeting goal.

3. Establish one session in the meeting for each objective.

4. Determine what tool or technique will be used to meet the objective.

5. Detail the activities for the session.

6. Estimate the time to complete each activity.

7. Determine if there is enough time to accomplish all the activities in each session and adjust accordingly.

8. Fill in supplies needed and determine who will lead each session.

Benefits

- Provides a plan to keep the meeting on track and reach objectives.
- If the leader is absent for any reason, the meeting can be led by anyone with the process agenda.
- The planning team knows what will be accomplished and is happier with the meeting results.
- Creating an agenda forces the leader to think through how to approach the meeting in advance.

Considerations

- A process agenda takes a lot of time to develop.
- An agenda is difficult to develop with a group.

Example

<table>
<tr>
<td colspan="3">Process Agenda
Activities and Objectives

Meeting Goal:
We will know who is helping solve the problem and what skills each of them possesses.

Meeting Output:
A statement of the problem that all participants agree upon.</td>
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<tr>
<td>8:00 -8:15

Leader</td>
<td>Welcome and Introduction
Objective: Participants know who is in the room, and who they represent.
Activities:
1. Welcome the group; state your name and what you plan to accomplish at the meeting. Ask everyone to write their first name in large letters on both sides of the name tent. (5 min)
2. Beginning with the person to your right, ask him or her to state name and affiliation.
3. Continue around the table in order until all participants have stated their name and affiliation. (10 min)
<div align="right">Total Time: 15 min</div></td>
<td>Name tents

Markers</td>
</tr>
<tr>
<td>8:15-8:45

Facilitator</td>
<td>Participants and Their Skills
Objective: Participants will understand the skills in the room.
Activities:
1. Facilitator asks participants to partner with the person across from them and ask: What unique skill do you have to address this problem? (1 min)</td>
<td>Markers (at least two colors that are easily seen by the audience)</td>
</tr>
</table>

	2. Participants pair off and each person shares their skill with the partner. (5 min) 3. Facilitator asks participants to reconvene into larger group. (1 min) 4. In round-robin format, each participant shares his or her partner's unique skill. (15 min) 5. Facilitator records responses on an easel pad. (ongoing) 6. Facilitator leads a discussion to ensure understanding of all skills. (8 min) **Total Time: 30 min**	Easel pad

8:45-9:35
 	
Facilitator
	Understanding the Issue
	Objective: Participants will develop a problem statement together.
	Activities:
	1. Ask participants to review the problem statement template, and jot notes in each section. (5 min)
	2. Ask each question and capture the input on the charts until all participants are satisfied that their answers have been captured. (15 min)
	3. Review the chart and ask someone to consider all the information and develop a strawman problem statement. (5 min)
	4. Ask one person to share his or her strawman. (3 min)
	5. Type the strawman onto the screen. (1 min)
	6. Set ground rules:
	    a. No wordsmithing; questionable words will be highlighted for the editor.
	    b. Leave spelling, grammar, and punctuation to the editor.
	    c. Leave your position outside the room; instead, review for your issues.
	    d. Participate in the discussion so that the problem statement is a good one. (1 min)
	7. Ask the group to raise their hands if they want to change anything in the strawman. (20 min)
	8. Capture responses on the screen.
	9. Allow input until it becomes repetitive or circular.
	10. Ask if everyone sees their issues in the statement without feeling polarized.
	11. Is this our problem statement?
	12. Let them know you will share the information with the editor during break for review.
	Total Time: 50 min
		Problem statement template
		
		Easel with paper
		
		Markers
		
		Screen
		
		Projector
		
		Laptop
		
		Recorder

9:35-9:50	**Break**	

9:50-10:00
 	
Leader
	Wrap-up and Next Steps
	Objective: Participants will know next steps.
	Activities:
	    1. Summarize problem statement
	    2. Let group know when editor will complete statement.
	    3. Schedule next meeting
	    4. Adjourn
	Total Time: 10 min
		Projected problem statement

References

"How to Design an Agenda for an Effective Meeting" by Roger Schwarz at
hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting.

"Plan a Better Meeting with Design Thinking" by Maya Bernstein and Rae Ringel at
hbr.org/2018/02/plan-a-better-meeting-with-design-thinking?referral=03759&cm_vc=rr_item_page.bottom.