



## AgileMeetings™

***The way meetings are supposed to be!***

### 1. Define the PURPOSE

(WHY the meeting is needed)

DECIDE | PLAN | CREATE | SOLVE | PERSUADE | GATHER DATA

### 2. Define the PRODUCT

(WHAT the meeting is to produce)

TANGIBLE | SPECIFIC | ACTIONABLE

### 3. Outline the PROCESS

(HOW you will produce the product)

TOPICS | QUESTIONS | TOOLS | FLOW