Facilitating effective meetings



OPENING

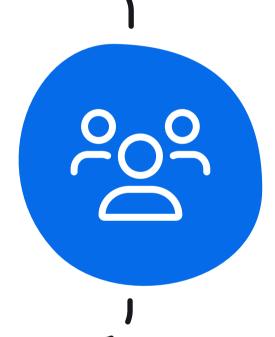
Check in.

Recap last time. Next meeting?

I DO ARRT: intention, desired outcome, agenda, roles, rules, timing.

AGENDA

Quick updates
Topics of discussion





CLOSING

Recap decisions made. Assign tasks. Feedback round.



