Design Meeting Worksheet

## Setting the Context

### Stakeholders

Who is going to be present at this meeting?

|  |  |  |
| --- | --- | --- |
| Name | Role | Notes / Focus |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Goal for the meeting (Get approval, more forward) | Goal for the project (Should be previously agreed upon) |

### Set the context

Where are we in the project?

**START** ------------------------------------------------------------------------------⬤----------------- **END**

### Specify the feedback you need

What sort of feedback is helpful right now? What isn’t?

|  |  |
| --- | --- |
| Helpful | Not Helpful |
|  |  |

## Planning Content

### Break it into chunks

|  |  |
| --- | --- |
| Chunk | Notes |
|  |  |
|  |  |
|  |  |
|  |  |

### Remove Distractions

Review your work. What distractions need to be removed?

### Anticipate Reactions

Based on the people who will attend, what do you think they’ll say?

* Bring alternatives, explain the journey
* Bring data and research, tell a story

|  |  |
| --- | --- |
| Name | Reaction |
|  |  |
|  |  |
|  |  |

## Preparing in Advance

|  |  |
| --- | --- |
| ⛶ | Do a Dress Rehearsal Practice the presentation outloud, on your own or with others. |
| ⛶ | Get Support Who should I ask to be involved?  What do we need to discuss in advance? |
| ⛶ | Take Notes Who will take notes?  What tool or method will we use?  Don’t forget to include the “why” |