

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)
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Set the context

Where are we in the project?



Specify the feedback you need

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

Helpful	Not Helpful
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Planning Content

Break it into chunks

Chunk	Notes

Remove Distractions

Review your work. What distractions need to be removed?

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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"