

9+P MODEL OF MEETING DESIGN

PURPOSE

Why are we gathering?

PEOPLE

Who will be in the room?
What voices ought we
include who can't be there?

PROCESS

What's the flow of work during our time together? What is the big arc and the little arcs?

PRODUCT

What is the ideal output of
the group's efforts together?

PREP

What do we need to do to
prepare? What prework is
essential?

PRINCIPLES

What rules, laws or conventions
guide our efforts?

PLACE

Where is this happening?
How does the space shape the conversation?

PITFALLS

What are the risks associated with this meeting?

PROGRESS

What is the outcome we are
working towards? How will
we measure success in the
weeks to come?

PRACTICAL CONCERNS

What are the core logistics? Who's bringing lunch?!