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?!



There are more Ps that can help you plan better gatherings, like better **Patterns** of Conversation, your **Positionality** to the people and purpose and what modes of **Presence** will help you lead the conversation. Learn more at the conversation factory.com/9p-planning