Meeting canvas.

Session _____

Date _____

Start with the outcomes. Then design the opening, the core and the closing that get you there.
Tip The opening widens, the closing narrows.

NAME a name that builds clarity and anticipation _____



PURPOSE

What do you want done?
Which questions answered?



OUTCOMES

Tangible

Intangible: how should people feel?



PARTICIPANTS

Who comes, with what mindset?
What will they object to?



MATERIALS

And space: what, where, and how you invite them in.

OPENING warm up

CORE do the work

CLOSING land it