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| Meeting Design | |
| Successes: | Cautions: |
| * Design/Facilitation * Agenda prior   + Succinct   + Input invite * Practicing Tools * Coaching Partners * Meeting expectation, structure   (e.g. NTC Model)   * Norms followed * Responding to feedback, needs (survey) * Parking lot | * Maintaining focus through structure * Too many topics * Time for important uses   (not logistics or email info)   * Avoid just one person responsible * Short connector |