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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
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