

# Remote Meeting Canvas

A canvas to help you plan and run your remote meetings.  
Please feel free to use, promote and distribute to anyone who might find this useful.



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## 0 Preparation

What are the things you need to do beforehand? What other preparation do you need to do?  
*Pre-work is even more important for virtual meetings.  
We suggest you start with:*

- Define the meeting type and ground rules (sections 1 & 2)
- Clarify the 'why' (section 3)
- Set the agenda as a series of questions (section 4)
- Email the purpose and agenda and ask them to prepare
- Ask people to sign up for technology (if required)
- Email any pre-reading required

## 1 Set boundaries

Decide on your meeting type  
*There are generally 4 reasons for holding a meeting.*

What type of meeting will this be?  
*Select what type of meeting this will mainly be*

- Tell** - People need to share information
- Ask** - You need to ask for something
- Decide** - There is a decision to be made
- Brainstorm** - Generate ideas

## 3 Clarify 'why'

Why should people attend?  
*Use the POWER structure to outline why everyone is there and what you're looking to achieve.*

Purpose - *Why are we having this meeting?*

Objective - *What do we want to achieve?*

WIIFM - *Why are the participants here?*

Expectations - *What are people expected to do?*

Responsibilities - *Who's responsible for what?*

## 4 Define agenda

Outline the structure  
*Be clear on the things you want to cover and how long (roughly) you'll spend on each.*

Items	How long

*Tip: Structure the agenda as a series of questions to be answered.*

## 5 Start meeting

Give clarity and direction  
*How you start is important and will set expectations of how the meeting will run.*

- Welcome everyone to the meeting
- Introduce who is attending
- POWER start (section 3)
- Set ground rules (section 2)
- Outline agenda (section 4)
- Work through the agenda

## 6 During meeting

Good facilitation is crucial  
*It's important to have someone in charge and 'conducting' the meeting.*

Things to do as facilitator

- Ensure you keep the agenda moving along and heading towards the objective
- Look for signals that some attendees are becoming disengaged
- Ask people who haven't spoken for a while to add their thoughts
- Provide a quick summary for those who drop off the meeting when they come back on
- Ask for sidetrack conversations (involving a sub-group) to be taken outside of the meeting
- Have a short break if energy is waning
- Summarise what you've just heard for everyone's benefit
- Be kind

What else will you do as facilitator?

## 7 Actions

Who is going to do what?  
*Be sure to record actions as they crop up during the meeting, and assign owners to each action*

Action	Owner

*Remember: Summarise the actions and send them to all attendees afterwards*

## 8 Post meeting

Review how it went

How did it go?  
*What went well, and what could you improve on for next time?*

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**What other preparation do you need to do?**

*Send out Miro links and make sure everyone can log in beforehand*

*Review last sprint's work and check what was completed and what velocity and lead time are*

## 1 Set boundaries

**Decide on your meeting type**  
*There are generally 4 reasons for holding a meeting.*

**What type of meeting will this be?**  
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## 3 Clarify 'why'

**Why should people attend?**  
*Use the POWER structure to outline why everyone is there and what you're looking to achieve.*

**Purpose** -Why are we having this meeting?  
*Team can decide what work to bring into the sprint, agree on how they'll go about it and determine how they'll start the work.*

**Objective** -What do we want to achieve?  
*The team has a plan to complete the selected work*

**WIIFM** -Why are the participants here?  
*So the team and individuals know what to work on*

**Expectations** -What are people expected to do?  
*The team will work out capacity, forecast the work they believe can be achieved and create a plan to complete the work*

**Responsibilities** -Who's responsible for what?  
*Team to record the plan in Azure devops  
I will facilitate the session and the brainstorming*

## 4 Define agenda

**Outline the structure**  
*Be clear on the things you want to cover and how long (roughly) you'll spend on each.*

Items	How long
Check-in/chit chat/Intros	5 mins
Warm up	5 mins
What is the purpose and outcome of this meeting?	5 mins
- Is there new information that may affect what needs to be done in the sprint?	5 mins
- What are the process improvements to be made this sprint?	5 mins
- What is the team's capacity this sprint?	10 mins
- What is our velocity/cycle time?	5 mins
- What does done look like for each piece of work?	15 mins
- What are the tasks for each story?	15 mins
- Review the work: Do we have capacity? Do we have the resources we need?	10 mins
- Do we agree on the plan?	10 mins

*Tip: Structure the agenda as a series of questions to be answered.*

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**What else will you do as facilitator?**

*Ensure Manika is included and her voice is heard. She often gets drowned out by dominant voices.*

*Ensure Dominic doesn't dominate like last time*

*Ensure the plan is realistic based on how much work we completed last time*

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