3R Agenda Design Tips
Sarah Rajski, Emily Mirra

Context for the Meeting:

Proposed Meeting Results:
1.
2.
3.

What is possible?
What is the priority?

What do you want to be different after the meeting?

What does this group want to accomplish?

Context might include:
- What has happened leading up to the meeting
- What else is going on that might impact the meeting
- Population focus

Annotated Agenda

Time	Item	Notes/Reminders/Listen Fors
	Welcome	
	Check-in - Effective question ***Result:*** *Group is ready to wo...*	
	Topic: - Context - Effective question ***Result:***	
	Topic: - Context - Effective question ***Result:***	
	Topic: - Context - Effective question ***Result:***	
	Check-out - Context - Effective question ***Result:*** *Group leaves with action commitments in hand.*	
	Adjourn	

Give context that supports getting to conversation result. What do people need to know?

Ask questions that ignite conversation and engage people in sharing and listening focused on the meeting result. Open ended, forward focused, inquisitive (What, How), and appreciative

Acknowledge work of the group and move people to action.

What question will connect the group to each other? To the results of the day?

Transition to what's next in the work; encourage clear accountability

Includes Materials/Container Setup and Listen Fors (intentional filter held flexibly - helps you hear essence of how people respond to the question)

Listen for:
- Buy-in
- Resistance
- Conflict
- Proposals
- Alignment

Who will do what, with whom, by when?

Composition Analysis
Relationships + Resources = Results

Part of meeting design is considering who will be in the room and how they can contribute or affect a meeting

Where could I get more information? Where other perspectives can I seek?

What do I know about the people attending? Consider race, age, gender, role, authority, expertise, relationships…

Resources can be knowledge, expertise, passion, funding, lived experience, technical skill…

Consider relationships to one another and to the meeting's purpose.

Who is missing and how can I get them in the room?

Once you consider who's in the room, it's an opportunity to redesign or tweak the agenda.

Name	Role	Contribution	
		Resources	**Relationships**