

# The HUMAN SIDE of AGILE

GIL BROZA

How to Help Your Team Deliver



Supplementary resource for the book *The Human Side of Agile*. More at [www.TheHumanSideOfAgile.com](http://www.TheHumanSideOfAgile.com)

## Meeting Leader Cheat Sheet

	Process	Activities	Engagement	Moving along	Dysfunction	Safety (as needed)
<b>Before</b>	Identify purpose, product, process Write/draw the process Design the agenda as questions	Consider silent work Get people active/moving Prepare precise instructions	Plan for a fresh experience Choose collaborative activities Make it interesting Pick a suitable space	Identify a scribe Prepare an arsenal of questions	Anticipate, be proactive Coach repeat offenders Identify relevant ground rules	Identify traps and risks Devise relevant safety mechanisms
<b>Start</b>	Describe the process		Start on time Welcome everyone Open strongly (use 4MAT) Encourage everyone to say something Set ground rules to discourage disengagement	Have presence Make a swift decision if key people are absent	Set ground rules with participants	Check for safety Clarify safety mechanisms, suggest extra ones
<b>During</b>	Enforce and adapt the process Be clear on consensus Maximize your neutrality	Make information visible Help participants short-list topics	Call on people by name Let them talk	Have checkpoints Suggest practical decision rules Keep a parking lot	Enforce ground rules Nip dysfunction in the bud	Maintain safety

Visit us at: [www.TheHumanSideOfAgile.com](http://www.TheHumanSideOfAgile.com) and [www.3PVantage.com](http://www.3PVantage.com)

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In the **Closing** step:

1. Recap
  - *Decisions* made
  - *Action* items with owners
  - *Deferred* items / parking lot
2. Clarify the form of *follow-up* and what sort of meeting *record* will be kept.
3. Occasionally, close with a retrospective of the meeting: Liked / Would Do Differently.

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