

Attendees

Each attendee signs themselves in with an initial



Date

___/___/___

Sign in

Use a sign in round to bring everyone's attention into the room

Ambition

A reminder of the big goal this team or project is shooting for

Meeting question

What is the specific question this meeting is designed to answer?

Values

What values are we using while we're in this meeting?



Trust people



Harness the power of time



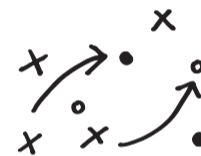
Make it safe to speak up



Law of two feet



Get your personal needs met outside the meeting



Let the process do the work

Will

What you'll definitely do in this meeting

Won't

Things you definitely won't do in this meeting

Decided

What decisions were made today?

Car park

What will we hold over for another time?

Next

What actions were planned today?

Rate this LoMo How valuable a use of your time was this meeting today?

