MEETING CANVAS

A Design Tool for Facilitators

Who is your audience? Who are the people that will be attending? What might their hopes/fears be coming into the room?
What is this meeting's purpose? What is the problem you are all trying to solve? Is there a shared vision that is bringing you all into the room together?
What are the desired outcomes of this session? What does a successful meeting look like? What are the key takeaways from the meeting?
Are there specific roles and or skillsets you'll want in the meeting?
Identify the specific people that will need to be contributing to this meeting. Are you able to act as facilitator or do you need to be a contributor (e.g. subject matter expert?)

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Type of Meeting and Environment	
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Circle the type of session you are going to facilitate: Collaborative Session / Half Day Workshop / Full Day Workshop / Multi-Day Workshop

Are there unique needs for your environment:

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In-Person Spaces	Remote Sessions	A/V
Tables, Chairs`	Dialin Numbers (International)	Audio (Mics), Ambient Nois
Breakout spaces	Video Conferencing	Video and Lighting
Stages	Collaboration tools (e.g. Mural, MS Teams)	Streaming
Accessibilty Considerations	Recording, Polling, Live Chat	Overhead
Whiteboards and Walls	Downloads	Internet Connectivity

Which activities/exercises do you want to include in your session?

What will be most valuable to your audience and help them connect/understand the goal(s) at hand best? Write, map, or sketch out the various exerises you want to take your audience through.

Prep Time:				
What content d	lo you want to c	eonvey?		
Based on your audie create in order to be	ence, goals, and exercences successful?	cises, what content	do you need to sou	ırce or

What is your action plan?
Based on everything you've sketched out, what are your remaining actions items needed to kick off this meeting? List everything out, then prioritize.