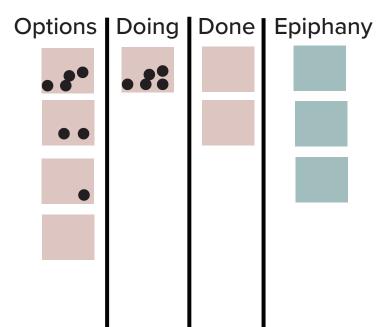


## Purpose:

Participants gather, build a meeting agenda, and begin talking.

Conversations are directed and productive because the agenda for the meeting is personally and democratically generated.

## The Lean Coffee Board



## How To Do It:

- CREATE a Personal
  Kanban with an Options, Doing,
  Done, Epiphany value stream.
- WRITE whatever you want to talk about on Post-its.
- PLACE Post-its in the Options column.
- 4 **GROUP** common themes by clustering similar Post-its.
- **VOTE** for topics you wish to discuss. Each person gets two votes.
- PRIORITIZE & DISCUSS topics in order voted, pulling the topic with the most votes into Doing, and moving it into Done when finished. Repeat until Lean Coffee ends.
- **DISCOVER!** During the discussion, capture any realizations, action items, or topics for future inquiry into Epiphany.