



## 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:

1

**CREATE** a Personal Kanban with an Options, Doing, Done, Epiphany value stream.

2

**WRITE** whatever you want to talk about on Post-its.

3

**PLACE** Post-its in the Options column.

4

**GROUP** common themes by clustering similar Post-its.

5

**VOTE** for topics you wish to discuss. Each person gets two votes.

6

**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.

7

**DISCOVER!** During the discussion, capture any realizations, action items, or topics for future inquiry into Epiphany.

