



Starter Stack

Agile

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Meet with *Purpose*

Make the most of every minute
in every meeting

What it is

A set of predefined meeting types that steer your team toward desired outcomes and minimize off-topic and unproductive discussion

Use cases

Challenge yourself and your team to give every meeting a purpose

Audit your calendar and eliminate unnecessary meetings

Avoid reinventing your process in the moment, and focus on the outcome

Put it into practice

Meeting

Purpose

Action	→	Adjust plans and clarify next actions and owners
Decision	→	Share proposals, consider perspectives, make explicit commitments
Collab	→	Make something! Do the work, don't just talk about it
Demo	→	Share work in progress and gather feedback and insights
Learn	→	Reflect on what's working and where you're getting stuck, as a team or 1-1

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Work in *Public*

Accelerate feedback and learning and avoid wasting time and effort

What it is

Sharing work in progress with users and teammates as you go to increase transparency, collaboration and learning

Use cases

Gather feedback on an early draft / prototype of your work

Test your assumptions about what users need and what they really value

Tell your team that you are working on something, and are open to collaboration

Put it into practice

Focus on content first

Simple document formats, without design, make it easier for others to engage

Share a “live link”

Live, web-based documents ensure a single source of truth; email attachments become outdated quickly

Avoid the “grand reveal”

Waiting for the work to be perfect before sharing makes it harder to change course

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Team *Retrospective*

Gather information on how your team is doing, and get better on purpose

What it is

A predictable process to reflect on and discuss what is and isn't working, to improve teamwork and effectiveness

Use cases

Build a habit of team learning and reflection

Catch issues before they become a problem

Discuss the gap between how you'd like to be working as a team and the current reality

Put it into practice

The agenda

- 1** Ask “what’s working?”
Write silently (2 minutes). Focus on successful actions and choices, not people who did well.
- 2** Ask “where are you getting stuck?”
Write silently (2 minutes). Focus on individual experiences: “I got stuck when...”
- 3** Share
Notice and discuss common themes.
- 4** Ask “What might we do differently?”
Write silently (3 minutes). Share, prioritize, and commit to next actions.

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Action Meeting

Get all your planning done in 15 minutes per week

What it is

A weekly meeting for teams to adjust plans and clarify next actions

Use cases

Focus on next actions

Make it easy to adjust plans as you go

Improve accountability and transparency

Put it into practice

Agenda

Review work in progress

For each task, ask for status.

- **If done**, than move task to done.
- **If blocked**, than move task to Inbox
- **If in progress**, than leave task where it is

Build an agenda

Share 1-2 word “placeholders” for additional items to address, and add to Inbox

Process agenda

For each agenda item, ask, “What do you need?” – turn each item into a specific task, and identify an owner

Pro tip: Capture all tasks in an open and shared tool, e.g. MS Planner or Trello

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Responsive Mindsets

Develop your ability to quickly sense and adapt to change

What it is

Mindsets to adopt to help yourself and your team make decisions, collaborate, and move through change with agility

Use cases

Get better at working through change

Transition from having a goal of perfection to having a goal of learning

Increase trust within teams

Put it into practice

Enabling mindsets

- ✓ **100% certainty** is a fantasy
- ✓ **Honesty** and **conflict** are healthy
- ✓ **It's ok** to disagree ... and commit
- ✓ **Discomfort** is a part of learning
- ✓ **I trust** my colleagues' judgement
- ✓ The people closest to the problem **know best**

When we work **transparently**, we don't all need to be involved in everything