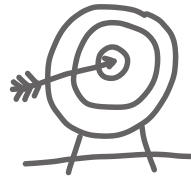


5P MEETING PREPARATION canvas **humancraft**

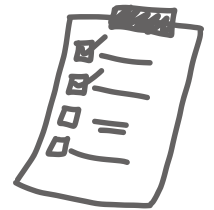
PURPOSE

What's the purpose of the meeting?
What do you expect to achieve by the end?



PREPARATION

What preparation needs to be done by the facilitator?
Is there any preparation needed from the participants?



PEOPLE

Who is required to participate?
What roles will they have during the meeting?



PROCESS

What's on the agenda? How long will it take & in what order?



PRODUCT

What will be the output of the meeting? (Plan, next steps...)

