

POPP Template

(Experiment 6 – Pg 63 of The 25 Minute Meeting book)

For your next 25-minute meeting, use the POPP worksheet to determine how to design your meeting so that you are clear on the what (agenda) and how (process) you will follow.

For a 25-minute meeting you should not have more than three items for discussion.

<p>Purpose of the meeting</p>	<input type="checkbox"/> <i>Inform</i> <ul style="list-style-type: none"> ○ <i>Give info</i> ○ <i>Get info</i> ○ <i>Share info</i> <input type="checkbox"/> <i>Decide</i> <input type="checkbox"/> <i>Resolve</i>	
<p>Outcome(s) By the end of this meeting we will have ...</p>	<p><i>E.g. Decided whether to proceed with Project X with the current budget and resource estimates.</i></p>	
<p>People who will help us achieve the outcome</p>	<p><i>E.g. Bob Smith (HR lead), Sharon Williams (Finance associate), Cecilia Hoang (Operations associate)</i></p>	
<p>Process to achieve our agenda</p>	<p><i>What we need to achieve (Agenda Item)</i></p>	<p><i>How we will achieve it (Process)</i></p>
	<p><i>(Scan) Review</i></p>	<p><i>Pre-reading</i></p>
	<p><i>(Focus) Questions/Comments/ Thoughts/Insights</i></p>	<p><i>Post-it note capture, share and cluster. Dedupe (remove duplicates), prioritise and discuss.</i></p>
	<p><i>(Act) Decide on next steps</i></p>	<p><i>Capture any additional info required (if necessary), schedule follow-up meeting (if necessary). Record decision.</i></p>

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<p>Outcome(s)</p> <p>By the end of this meeting we will have ...</p>		
<p>People who will help us achieve the outcome</p>		
<p>Process to achieve our agenda</p>	<p><i>What we need to achieve (Agenda Item)</i></p>	<p><i>How we will achieve it (Process)</i></p>