

1. Set up

Set up 3 columns with sticky notes: "Topics", "Discussing" & "Discussed".

2. Collect

Write 1 sticky per topic you want to discuss. Everybody adds their stickies to "Topics" and describes them in 1-2 sentences.

Lean Coffee

Structure agenda-less meetings by jointly creating an agenda with the most popular topics - with minimal overhead.

3. Vote

Everybody votes which topics they want to discuss by placing 2 dots. It's okay to place both dots on the same topic.

4. Discuss!

Reorder the topics according to the votes and start with the highest ranked one.

Optional: To prevent endless discussion of a topic that only a minority remains interested in, you can set a timer at the beginning of each topic. When the alarm sounds everybody gives a thumbs up or down. If most thumbs are up, the topic gets another 5 minutes. Otherwise start with the next topic.

