NAME of PROJECT/MEETING: **DRAFT Design Planner**
DATE:
TIME:
LOCATION LINK:

Planning questions:

1. **Need/necessity:** *(What challenges and opportunities are we facing? What is happening right now that compels us to do something? What is happening that makes this meeting important for everyone who will attend?)*

2. **Purpose:** *(What do we hope this meeting will do/inspire/create/result in? What are the questions at the centre of this meeting? What conversations are you expecting to have? What one word describes the purpose of this gathering? If we didn't have this meeting, what would be missed?)*

3. **People***: (Who needs to be "in the room"? Who should be/wants to be there but can't? How can this work be led by those who are most impacted? Think about those who "ARE IN": those with authority/power, resources, expertise - including lived expertise, information, and need.)*

4. **Harvest/outputs***: (What do we want to harvest in our hands - the tangible and the intangible, individual and collective - as a result of the meeting? What will happen next? What do we need to build so the work doesn't get dropped? We aren't planning a meeting, we're planning a harvest.)*

5. **Principles:** *(What is the participant experience we want to create? How can we centre the experience and contributions of those furthest from equity/justice? Envision how people will be interacting and working together during the meeting...)*

6. **Meeting concept:** *(What's the lightest structure that will serve our purpose and principles - basic elements, activities, processes? What tech tools will support our harvest and purpose, and work with any technology access constraints? What is needed for accessibility e.g. captions, ASL, etc.)*

7. **Invitation process:** *(How do we invite people in a way that moves them to show up? Share what the clear purpose is, how this will affect their work, why they should contribute their time and attention, what is required of them to participate well including technology requirements. Invitation is a process and it relies on relationship.)*

8. **Limiting beliefs:** *(What makes us tremble about this meeting? What are we skeptical about? Fears/worries? What do we fear about new ways of working together?)*

Deeper Resources

- Chaordic Stepping Stones (English)
- Chaordic Stepping Stones (Spanish)
- Chaordic Stepping Stones (Japanese)

Decks & Docs Needed:

- *<fill this in as you do your detailed agenda planning e.g. Miro to prep, slides to prep, Menti, etc. >*

Agenda Flow:

- *Build in short well-being breaks every hour or 90 minutes*
- *Clarify facilitation team roles (e.g. tech role, harvester role, facilitator; might rotate throughout the meeting) and your harvest/documentation plan*

Time	What	Who / Links / Harvest Plan

Created by [Amanda Fenton] based on the Chaordic Stepping Stones from the Art of Hosting Community

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