



# Lean Coffee

Self organised retrospective with the agenda set on the day by the team.

- Purpose:**
- Team focuses on what they want to discuss.
  - Controlled conversation to ensure everyone is engaged.
  - Self time boxed.
  - Covers a lot of subjects in a short space of time

Can be used face to face or remotely. 

## Lean Coffee

### The Plan

- Set the Stage**
- What is your favorite drink and why?
  - Each person to talk about their favorite drink and why.
  - Introduce Lean Coffee.
  - **Total time - 15 mins.**

- Gather Data**
- Explain the board and process (Kanban board).
  - Group to add sticky notes to the talk about column.
  - Group sticky notes into common data and dot vote.
  - put sticky notes into priority order based on dot votes.
  - **Total time - 10 mins.**

- Insights**
- Set a time box for talking (i.e. 4 mins to discuss, if voted continue for another 2 mins)
  - When the timer is up vote to talk more or stop talking (keep going until agreed to stop as a majority).
  - Take next priority ticket from the talk about column.
  - **Total time - 45 mins**

- Decide Actions**
- Capture actions throughout the insights.
  - Review all actions
  - Agree on actions to take forward
  - **Total time 15 mins.**

- Close**
- Rate the retro - weak to poor rating.
  - Line chart left to right.
  - Place a cup on the line for your vote.
  - **Total time - 5 mins.**

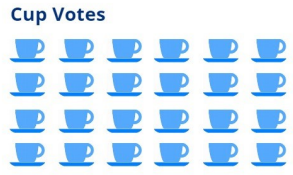
### Set the Stage

What is your favorite drink and why?

### Gather Data

Add sticky notes to the talk about column for things to discuss.

Cup vote on the subject you want to talk about most (3 votes each).



### Insights

Drag the top priority sticky into the talking column and discuss.

- Set a time box for talking
- When the timer is up vote talk more or stop talking (hover mouse over sticky to vote).
- Either continue for a new time box or stop.
- If voted stop talking take the next priority ticket from the talk about column.

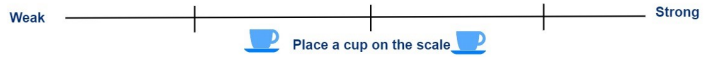
### Decide Actions

Create actions.



### Close

Rate the retro.



**Talk About**  
(Get in priority order)

**Talking**  
(Example 4 mins and 2 mins)

**Talked**

**Voting**  
(Hover cursor over sticky to vote)

Talk more

Stop talking