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.**

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