

Pushing the Boundaries while Keeping Agile Simple

"What's New? What's Missing? What's too Complex? What's Obsolete?"

Convener's Responsibilities

- Identify a scribe (you may do it yourself or ask for a volunteer).
- Record the name of the session and the convener's name.
- Convener starts discussion by explaining BRIEFLY reason for proposing the topic and then invites each person to share why s/he decided to come.
- List participants.
- Capture major points of discussion (see the notes at the bottom of the page).
- Type up notes, print them and post on *NEWS WALL*, AND either post them at <http://wiki.AgileCoachCamp.org> or email them to Naresh at nashjain@gmail.com to post.

Tips for effective facilitation: 1) Ask questions, 2) make sure everyone who wishes to talk has the opportunity to do so (don't be afraid of silence). Most common critique of open space meetings: "CONVENERS TALKED TOO MUCH."

Topic:

Convener:

Participants:

Major points:

Some thoughts about your notes:

- Capture what participants said in way that can be understood by someone who wasn't there.
- Use whatever media works best for you: flip chart, pen and paper, laptops, and/or visual images.
- If you take photos, post them to the [wiki](#) or email to Naresh at nashjain@gmail.com

Use reverse or additional sheets or flipchart paper as necessary