

# MEETING FOCUS CANVAS

Meeting:

What do you want to achieve with the meeting or workshop? Your meeting will be a waste of time if you can't answer these questions.

Use this as a base for planning the meeting and to send out a good meeting invitation.

## PROBLEM

What problem are you trying to solve?  
How can you explain it to the participants?  
What will you send before the meeting?

## GOAL

What is the long-term goal?

## PEOPLE

What competencies, perspectives, and decision-making power is needed?  
Who is needed to make it a success?

## OUTPUTS

What concrete outputs do you want from this meeting?