

Check-In

The purpose is to level your expectations

Check-in is useful in the beginning of a meeting in order to match your expectations, where each of you check in by briefly letting the others know what you expect of the meeting.

No answers are better than others.

The purpose is to get a quick indication of what is most important to get out of the meeting for each of you.

Ask a question or two and don't spend more than 1 minute on each participant.

Question examples:

- Mention 2 things you would like to get answers to during the meeting
- What do you hope to take with you from the meeting?
- What do you think is most important to get done/get answers to during the meeting?

Standing in a circle so everyone can see each other would be an advantage.

Take a step forward into the circle when you do your check-ins and stay there afterwards. There doesn't have to be an order - the one who wants to say something just step into the circle.

In the end, everyone is in the inner circle.

You might want to write down your expectations on post-its or a flip-over so you can go back to them later on in the meeting.

Check-Out

The purpose is to share the most important points and get an indication of what each of you have noticed

Check-out can be used at the end of a meeting as a short evaluation, where you can share your reflections, ideas, and thoughts with each other.

No answers are better than others.

The purpose is to get a quick indication of your process and remember what you have discussed/done at the meeting, as well as which important points you take with you.

Ask a question or two and don't spend more than a minute on each participant.

Question examples:

- What is the most important thing you take with you today?
- Mention 2 things you take with you or need to get answers to?
- Is there something you think need to be different at the next meeting?
- Mention 2 leaning points from today's meeting

If you have done a check-in, you can talk about what you got out of the meeting compared to your expectations at the beginning of the meeting.

