

Lean Coffee in 5 steps

A How To Guide

1 – Gather together

- Find a meeting space with enough room
- Setup the personal kanban board
- Provide stickie-notes and pens
- Grab a timer and your team

2 – Generate topics

- Set a timer for six minutes
- Everyone starts writing one topic per stickie-note
- Put the topics in the "to discuss" column

3 – Vote on topics

- Reset the timer for three minutes
- Everyone gets three to seven votes (depending on # of topics)
- Votes are cast by putting a dot on the topic

4 – Discuss the topics

- Sort the topics by # of votes
- Set a five minute timer
- Start discussing the first topic
- When the timer is done, vote to keep talking or move on
- Keep going until you run out of topics

5 – Close the meeting

- Discuss action items and to-dos
- Play the appreciation game with your team