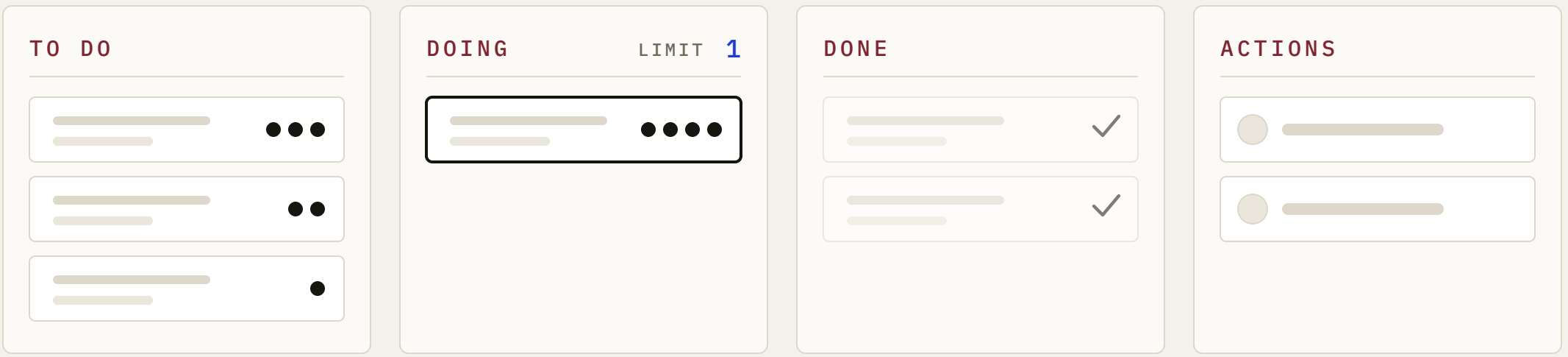
FACILITATOR CARD

Lean Coffee

A structured meeting with no agenda set in advance: the room proposes, votes and discusses.

THE BOARD



FIVE STEPS

01	Set up	Four columns on a wall or a shared board. A timer that everyone can see.	
02	Generate	One topic per note. Each one introduced briefly.	30 sec
03	Vote	Everyone gets the same number of votes. Most votes goes first.	3 votes
04	Discuss	One topic at a time, against the timer. Thumbs up to carry on, down to move on.	5 min + 2
05	Close	Read back the actions, a name against each. Photograph the board.	

WHEN IT GOES WRONG

The timebox creeps

Keep the timer visible. At the end, take a few seconds to tally what slipped.

Done fills up, Actions stays empty

Stamp each note before it leaves Doing: Decision, Accountable, Date.

Topics drift away from the work

Tie every topic to the team's top three priorities. Park the rest.

The front line gets the least from it

Send a short recap straight afterwards: each action, its owner, its due date.

Kubair Shirazee

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Lean Coffee was started by Jim Benson and Jeremy Lightsmith in Seattle in 2009.