

EO Forum Meeting Agenda

		Duration
		4 Hour Meeting
Connect the Room	<ul style="list-style-type: none"> • Check-in Rituals <ul style="list-style-type: none"> ○ Fully Present: Electronics off ○ One-word Opener ○ Confidentiality Reminder: Any near misses? ○ Clear the Air: Speak or let it go ○ Ice Breaker: A great question • Significant and Important Updates (3 – 5 minutes each) <ul style="list-style-type: none"> ○ Parking Lot: Populate EQ and IQ topics 	40 – 60 Minutes
Break		10 – 15 Minutes
Explore	<ul style="list-style-type: none"> • Scheduled Exploration <ul style="list-style-type: none"> ○ A Deep Dive Exploration selected in advance of the meeting-usually a "WHY" topic. 	60 Minutes
Break		10 – 15 Minutes
Varies each Meeting: Planned or from updates	<ul style="list-style-type: none"> • Exploration #2 (scheduled or impromptu) <i>and/or</i> • IQ Topics <ul style="list-style-type: none"> ○ Brainstorming Session ○ Topical Discussion <i>or</i> ○ Subject Matter Expert: Internal or external ○ Connection or Self Discover Exercise ○ Book or Video Discussion 	60 – 90 Minutes
Break (only if necessary)		10 – 15 Minutes
Close	<ul style="list-style-type: none"> • Housekeeping <ul style="list-style-type: none"> ○ What is Public Knowledge ○ Is anything left unsaid? ○ What worked and how could have we made it even better? ○ Confirm next meeting(s) details ○ Closing Ritual: Appreciation & commitments 	Up to 15 Minutes