

OpenAgile Engagement Meeting

Process Facilitator's Workbook

Recipe: Timeline Memories – Short Version

Purpose: Help the team members become conscious of the stream of events and activities, usually of the past few Cycles, that have led them to the point they are at now.

Time Needed: 5 minutes

Description: the team creates a visual representation of events and activities that occurred over a period of time. This exercise is typically used for multi-month reflection, but can be used for periods of as little as a week.

Steps:

1. Preparation: ensure the wall space for this exercise has been visually divided into units based on the time period covered, for example, three Cycles or eight weeks. Label each section with the dates and/or Cycle names. (See Diagram) Distribute a Sharpie and PostIt pad to each participant's chair/spot. Using a different color than the participants, as the facilitator, add a small number of PostIts with important milestones if appropriate.
2. Begin the exercise by saying *"We are going to quickly build a timeline that shows us what has happened over the past few Cycles"* or *"We are going to quickly build a timeline that shows us what has happened since SOME EVENT"* (fill in "SOME EVENT" with a date or significant event). *"We will have four minutes to do this, so write quickly! Use your Sharpie and PostIts to write, and then put them on the wall according to time."*
3. Immediately launch into the exercise.
4. Encourage participants to stand at the wall as they are writing and posting.
5. Remind participants when there are three minutes left, two minutes left, one minute left, and ten seconds to wrap up.
6. Take thirty seconds to let people read whatever they haven't read of other people's postings.
7. Take digital photos of the wall at a size where the writing on cards will be clearly legible.

Materials and preparation.

Wall space. Flip chart or white board. PostIts (several for each participant). Timer with minutes and seconds. Markers, digital camera.

