

## Agenda: SKC Meeting ResetFrame™

*(Use this when discussions are circling and clarity is fading)*

**Title:** Reset Meeting – [Insert Topic Name]

**Duration:** 30–45 minutes

**Facilitator:** [Assigned PM or team lead]

### Agenda Outline:

- 1. Welcome + Purpose (2 min)**
  - “We’re using this session to realign and move this topic forward.”
  - State the stuck topic in one sentence.
- 2. SCAN – Establish Shared Reality (5–7 min)**
  - What do we actually know?
  - What’s still unclear?
  - Shared data or context review
- 3. SENSE – Reactions & Tensions (5–7 min)**
  - What are people feeling or struggling with?
  - Where’s the hesitation?
- 4. SPOTLIGHT – What’s Working? (5–7 min)**
  - What’s still on track?
  - What can we build on?
- 5. STRESS TEST – What Could Break? (7–8 min)**
  - Where’s the risk or fragility?
  - Any worst-case outcomes?
- 6. STRETCH – Alternate Options (5–7 min)**
  - What haven’t we tried?
  - Are there creative or simplified approaches?
- 7. SYNTHESIZE – What’s Next? (5–8 min)**
  - Final direction or decision
  - Action items with owners
  - Confirm next checkpoint (if needed)
- 8. Close Out (2 min)**
  - Optional one-word checkout
  - Restate the outcome: “This session resulted in...”