



Step 4: MEET

What does it entail

One on one in-depth conversations of about 1-1.5 hours using the Discussion Guide.

Meeting at DP premises and locations of work.

Deep listening and allowing for free-flowing conversations.

Who does it involve

Meetings with following stakeholders

- Primary stakeholder: end user of the program
- Second line leadership/function head
- Leadership: Founder, CEO, Directors, CXOs
- Collaborators: Advisors, Consultants

How do we do it

Meetings to be led by the Lead Partner team. One person to lead the discussion; MJM node member to take notes and add to the conversation when relevant. Meetings audio/video recorded if possible.

A faint, stylized background illustration of three people sitting at a table. The person in the center is standing and leaning forward, while the two people on either side are seated. They are all depicted in a simple, rounded, light orange color.

Process Outcomes

Recorded minutes of the meetings. Audio/Video recordings and photographs.

Timeline

In the first month of engagement

Tools

Audio/Video Recording

Discover Meeting Minutes Template