

LEAN COFFEE

Original Design Iceberg companion. Define the situation and keep evidence separate from assumptions. Add a sheet when the scope needs more space.

01 / FRAME

Purpose, duration, participation and authority.

02 / TOPICS

Short questions proposed by participants.

03 / INTRODUCTIONS

What needs clarification before voting?

04 / PRIORITY

Vote rule and visible ordering.

05 / DISCUSSION

Active topic, time boundary and continuation decision.

06 / RECORD

Questions and actions from the discussion.

REVIEW & DECISION

Original Design Iceberg companion. Interpret the work, record its limits and agree a next action with an owner and a review point.

01 / NOT REACHED

Topics that remained on the board.

02 / CONSEQUENCE

Which issue cannot be ignored despite low attention?

03 / DISPOSITION

Assigned, scheduled or explicitly outside scope.

04 / EVIDENCE GAP

What cannot be answered through more discussion?

05 / OWNERS

Who owns each next action?

06 / FOLLOW UP

Review date and participant communication.