DECISIONS AND PROBLEM-SOLVING

Prioritization Agenda

[Team name]: what we work on next

MEETING DATE
[Month day, year]

LENGTH
60 minutes

TIME	LOCATION	DECISION OWNER	FACILITATOR
[00:00] to [00:00]	[Room or video link]	[Name]	[Name]

ATTENDEES [Names]

Objective

> Agree on a ranked list of [what we are choosing between] and confirm the top [3] that move forward this [quarter].
>
> Agree on the scoring before you score anything. Otherwise people argue for their favorite and call it a criterion.

Before the meeting

- Submit candidates by [date], each with a one-line description and its owner.
- Decision owner: share the capacity available, in [people / weeks / budget].

Agenda (60 minutes)

No.	Min	Item	Lead	Purpose
1	**10**	**Review the candidates** One minute each. Questions only, no debate yet.	[Facilitator]	Inform
2	**10**	**Agree on scoring criteria** For example value, effort and risk, each scored 1 to 5.	All	**Decide**
3	**20**	**Score and rank** Score together in the table below. Discuss big disagreements.	All	Discuss
4	**15**	**Check against capacity** Draw the line where capacity runs out.	[Decision owner]	**Decide**
5	**5**	**Confirm what moves forward** And tell the owners of what didn't make it.	[Notetaker]	**Decide**

Scoring table

Score 1 (low) to 5 (high). Score = value + (6 - effort) + (6 - risk). Change the formula if your criteria differ.

Candidate	Value	Effort	Risk	Score	Rank
[Candidate 1]	[0]	[0]	[0]	[0]	[0]
[Candidate 2]	[0]	[0]	[0]	[0]	[0]
[Candidate 3]	[0]	[0]	[0]	[0]	[0]
[Candidate 4]	[0]	[0]	[0]	[0]	[0]
[Candidate 5]	[0]	[0]	[0]	[0]	[0]

MEETING RECORD

Prioritization Agenda

NOTETAKER
[Name]

Final list

Everything above the line goes ahead this [quarter]. Everything below waits for the next review.

Rank	Candidate	Owner	Starts	Above the line?
1	[Candidate]	[Name]	[Date]	[Yes]
2	[Candidate]	[Name]	[Date]	[Yes]
3	[Candidate]	[Name]	[Date]	[Yes]
4	[Candidate]	[Name]	[Date]	[No]
5	[Candidate]	[Name]	[Date]	[No]

Decisions, actions and parking lot

Type	What was agreed	Owner	Due
Decision	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]