



# Lean Coffee Guide



## What is Lean Coffee?

- Opportunity for lean professionals to discuss ideas, experiences, issues, and/or improvements in lean.
- Structured, but agenda-less meeting focused on topics that are important to the group.
- Informal networking with a group of 4 to 8 people.



# How it works

## Sources

<http://agilecoffee.com/>

<https://www.youtube.com/watch?v=zhG-A-kRPAU>



## Who should join?

- Lean professionals
- Quality and safety professionals
- Leadership in companies and health systems utilizing lean
- Employees involved with lean in their company or health system



## What to bring?

- Willingness to share your experiences so we can learn from each other and improve
- Brainstorm and bring at least two topics to discuss during the meeting
- Business cards



## Meeting agenda

1. Set up a personal kanban
  - Create 3 categories: Items to Discuss / Currently Discussing / Discussed.
2. Determine what to discuss
  - Each person writes down ideas on post-it notes.
  - Once complete, each person briefly explains their topic.
3. Vote and Talk
  - Priority vote on selected topics. Each person gets two votes. Place votes by putting tic marks on the post-it notes.
  - Begin group discussion with the post-it note with the most votes. Talk for 5 minutes. Vote thumbs up or thumbs down to continue the discussion. If thumbs up, talk for 3 minutes. If thumbs down, move the next most popular topic.
4. Discuss Takeaways

Sign up for Lean Coffee today!

[www.leancoffeeknoxville.com](http://www.leancoffeeknoxville.com)

