## Planning Canvas

### Purpose:
What's the purpose of this session?
The purpose of this meeting is to ...

### Attendees:
Who is the sponsor of this meeting?
Who will attend?
What will their roles be (participant, observer, sponsor, etc.)?

### Date / Location / Logistics:
When will this take place?
How long is needed to achieve the purpose and outcomes?
What room setup will be needed?
Where will it be held?

### Decisions / Scope of Authority:
What decisions will be made?
How will those decisions be made?
What is the team's scope of authority?

### Outcomes:
What are the desired outcomes?
What would have happened to create this outcome?

### Experience:
What kind of experience do you want participants to have?

### Sponsor:
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