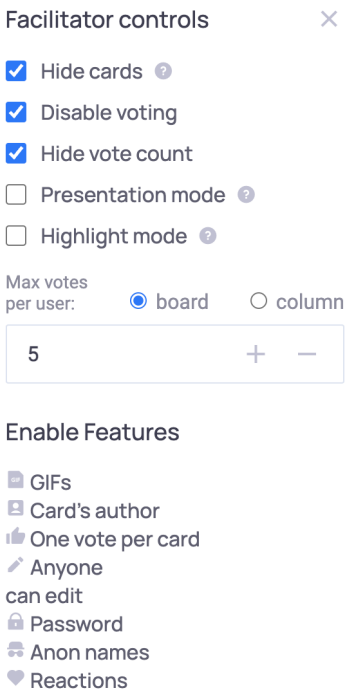
# Lean Coffee

## Cheat Sheet

1. Create a new board (e.g. on http://easyretro.io)

2. Create 4 columns from left to right: ***Topics***, ***Discussing***, ***Discussed***, ***Actions***

3. Set the facilitator controls as shown below:



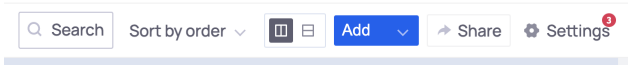

4. Set a 3-minute timer and let the attendees write as many topics as they like in the ***Topics*** column.

5. After 3 minutes, read the topics out loud. Ask for clarification if a topic is unclear, and merge topics where possible.

6. Set a 1-minute timer, enable voting (see **bullet 3**) and set the number of votes with a max of 5:

   *number of votes = total topics / 2*

7. Disable **Hide vote count**, sort by the number of votes and drag the top topic to the ***Discussing*** column.




   If there are multiple winners, give the attendees an extra vote, disable **One vote per card**, and let them vote again until there's one winner.

8. Let someone introduce the first topic in 30 seconds to a minute by saying: *"Who would like to introduce this topic?"*

9. Set a 5-minute timer and facilitate the session.

10. Ask the attendees after 5 minutes whether they would like to keep discussing the current topic (👍) or move to the next one (👎). They can give a thumb-up / thumb-down in their webcam.

    If the majority wants to stay with the current topic, then go to **bullet 9**.

11. Move the topic to the ***Discussed*** column. Ask the attendees if we can extract any action points from the discussion and put them in the ***Actions*** column. Take a few minutes to do so.

12. Goto **bullet 7** and repeat until the time runs out.