



Business meeting checklist by stoic programmer

Before the meeting - attitude

- Check meeting agenda. What are you going to discuss? If agenda is not present ask meeting host to prepare one.
- Focus on main topic. Bound context of your conversation to lower the cognitive load. Try to differentiate things that the feature is composed of.
- Study and listen for understanding. Do not judge. Look for what is the business question that current system answers. Focus on positive outcomes when using existing system.

Question construction

1. **Meta-question** - question that directly or indirectly produces question as an answer.
2. **Self-validating questions** - Start with *how, what, which*. Pay attention that interlocutor understand the question by providing validation as part of the replay.

General questions

Use general questions as templates. Reframe them accordingly to your business domain and context.

1. What business questions our system needs to answer?
2. Which events influence our system?
3. What is the reason of reacting to this exact event?
4. How often does this exact event occur?
5. What are the expected outcomes of the reacting to this exact event?
6. What events are reversible?
7. How things and concepts in our context **become** other concepts?