[Name of session]

**Design star**

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| **Element** | **Description** |
| Purpose | (Why? What are the success criteria’s? What do we need to achieve?) |
| Participants | (Who, how many, what types, roles, responsible, tech. skills etc.?) |
| Platform | (Location/technical platform such as Teams, atmosphere/mood etc.?) |
| Process | (What are the main process methods and are there any special attention points?) |
| Parts | (Who has what role/responsibility – internal/external?) |

**Playbook**

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| **Time** | **Point on the agenda** | **How and who is responsible?** | **Materials and?** |
| **REMEMBER TO:** 🡲 | Purpose – why do we include this point? It is important to be clear about why we choose to spend time on each point! | How do you present/  communicate each point + the detailed time schedule | It is important to think about what each point requires |
| **BEFORE** | **Point on the agenda** | **How and who is responsible?** | **Materials and?** |
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| **DURING** | **Point on the agenda** | **How and who is responsible?** | **Materials and?** |
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| **AFTER** | **Point on the agenda** | **How and who is responsible?** | **Materials and?** |
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