

Workshop/Meeting Room

Work Activity: Develop work in progress—for the purpose of discussion, idea generation and real-time feedback

Group Size: 4-8

Duration: 1 Hour

Formality: Typically Scheduled, Frequently involves multiple remote participants

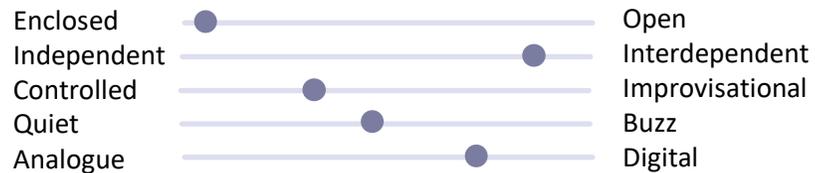
Character: Shared sense of accountability amongst the participants, driving toward decisions

Tool Considerations:

- Tech Devices: laptops, tablets, phones are often present
- Analog: Notebooks and printed reference materials
- Personal items: purses, backpacks, beverages, snacks

Furniture Considerations:

- Shifting focal points
- Video table formation for ideal viewing and remote participants
- Space to move around the room for engagement with tools on the wall



PLANS: Level 03 (Medium Agile)

Work Activity: Co-Create, Converse, Idea generation with group

Group Size: Up to 25

Duration: 15 minutes to full day

Formality: Impromptu, Unassigned

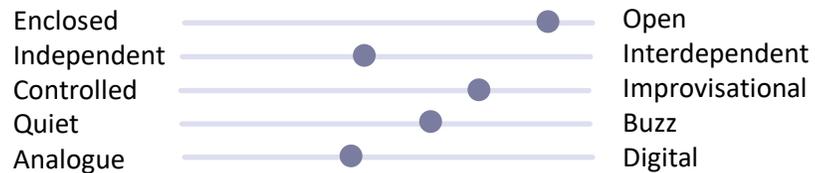
Character: Combination of furniture to support individual and group work

Tool Considerations:

- Personal – laptops, mobile phones, bags, notebooks, food/beverages
- Marker board for idea sharing

Furniture Considerations:

- Individual Workpoints for heads down work
- Access to power
- Purposeful formations and postures for a variety of activities



SCRUM/Meeting Space

Work Activity: Co-Create, Idea Sharing

Group Size: 3-5

Duration: 10 minutes to 2 hours

Formality: Impromptu or scheduled depending on need

Character: Engaging in mindshare of a varied group to co-create new ideas

Tool Considerations:

- Tech Devices: laptops, tablets, phones are often present
- Analog: Notebooks and printed reference materials
- Personal items: purses, backpacks, beverages

Furniture Considerations:

- Video table formation for ideal viewing and remote participants
- Space to move around the room for engagement with tools on the wall
- Pollen Poufs can be used as a Jumpspace (before and after meetings) and can be pulled in for additional seating

