



# FASTTraCS

## MicroSprint Quickstart

Facilitator/Host name:		
Event date:		Location:
<input type="checkbox"/> In person	<input type="checkbox"/> Virtual	
<input type="checkbox"/> Post-its	<input type="checkbox"/> Conference room	<input type="checkbox"/> Mural template/workspace
<input type="checkbox"/> Voting dot stickers	<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Timer
<input type="checkbox"/> Pens/markers	<input type="checkbox"/> 5-10 participants	<input type="checkbox"/> Virtual voting setup
<input type="checkbox"/> Tape	<input type="checkbox"/> Challenge statement	<input type="checkbox"/> Challenge statement
<input type="checkbox"/> Timer	<input type="checkbox"/> Food (optional)	

**Challenge statement (What question or challenge are your participants tackling?)**

The goal for today's session is:

The challenge statement is:

MicroSprint		
Activity	Timer	Purpose
Welcome		Overview, rules and housekeeping
Warm-up	30 sec per round	Creative exercise to shift mindset
Reflection	1 min	Quiet period to consider facilitator prompts
Ideation	5 min	Brainstorming problems
Blocklist	2 min	Quick filter for out-of-scope problems
Individual Voting	2 min	Pick your personal best
Problem Pitch	1 min per problem	Tell us
Final Vote	3 min	Group voting for 'best' problem
Wrap-up		Thanks; collect follow-up info; make follow-up plan
<b>Total</b>	<b>&lt; 60 min</b>	