

Check-in questions

-2 minute read-

You can use these questions as the start of your meeting, as stated in the template. The goal of this is getting people to get into the zone of the meeting, letting them switch from whatever they were doing to your meeting. Let people chat and give everyone a moment to tell something. How much time you have, and how well you know the people will influence what kind of question you might want to use. Here, you can find some examples of questions to get some inspiration.

Personal questions

How are you doing?

How did you feel when you woke up this morning?

What are you working on?

What are you currently occupied with?

What was the most impactful thing you experienced last week?

What were you busy with before this meeting?

What have you laughed about this morning?

What question are you currently trying to answer?

Personal questions – Informal

What were you like at age 9?

What colour/song/location best describes your mood today?

If you were a weather forecast, what weather are you today?

What did you want to be when you were younger?

Theme/meeting specific questions

What are your expectations for this meeting?

What is most important to you concerning this (meeting/ theme)?

What do you need from this meeting?

What do you expect from the team?

What would you like to be discussed today?

What caused you to be here today?

What is the most important value that is/should be part of (project/theme/meeting)?

With what would you like to have at the end of this meeting?

References

Check in en check uit - Blogserie Deep Democracy. (2020, January 23). Retrieved 15 May 2020, from <https://www.sbiformaat.nl/blog/blogserie-deep-democracy-check-in-en-check-uit/>

Kabalt, J. (2019, April 24). Starten met een check-in: vragen die verhalen uitnodigen. Retrieved 15 May 2020, from <https://www.kessels-smit.com/nl/starten-met-een-check-in-vragen-die-verhalen-uitnodigen>

Notice the Difference (2007) *Check In Process*. [PDF file] Retrieved 15 May 2020, from <https://noticethedifference.be/wp-content/uploads/2017/12/check-in-proces.pdf>