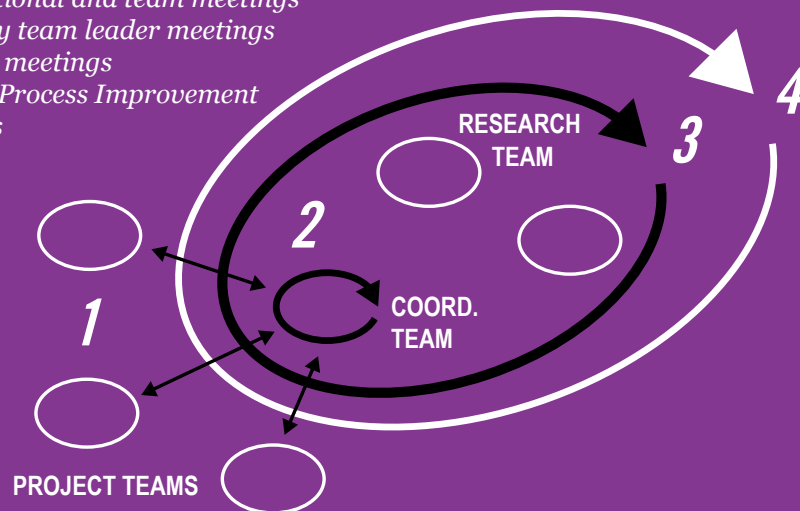


INNOVATION LABS

Goal: Create a meeting structure that supports continuous production of innovative content

At the Centre for Innovation, we organise ourselves into Labs: groups of people working together on projects. This organisational model creates a flexible environment and culture and leads to constant innovation, output, and agility. To ensure high-quality output, each lab has a meeting structure that allows for knowledge exchange and aligning project work with long-term strategic goals. Every month, a meeting is organised in order to evaluate the process and determine what could be improved.

1. Operational and team meetings
2. Weekly team leader meetings
3. Board meetings
4. Team Process Improvement meetings



How can I use it?

Create a meeting structure that suits your organisation and allows for process improvement. The meeting structure of the Centre for Innovation is as follows:

- 1 Operational and team meetings:** Teams that carry out specific projects can include outside partners or collaborators. Individual project teams meet with their respective coordinators weekly.
- 2 Weekly team leader meetings** for knowledge exchange.
- 3 Board meetings** take place once every two weeks. Project team coordinators and members of teams that are responsible for other tasks discuss long-term strategic goals.
- 4 Team Process Improvement meeting:** Once a month, the entire team discusses procedures and workflow.