

One-Minute Meetup — Facilitator Run Sheet

Folder: one-minute-meetup · Category: icebreakers · 6–20 people · 15 min · offline + online · print props · tool pack

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15

MINUTES

6–20

PEOPLE

print props

SETTING

One-Minute Meetup — Facilitator Guide

Pairs get exactly one minute to find a single *surprising* thing they share — not their job, not their city. The chime ends the pair, everyone rotates. Three rapid rounds, then each person names the match that surprised them most. The constraint is the point: a timer and a “surprising only” rule surface real common ground faster than any open mingle.

Objectives

By the end of the activity, participants will have:

1. Learned one surprising true thing about at least two people they did not really know.
2. Felt how a hard one-minute clock clears small talk faster than an open mingle ever does.
3. Surfaced at least one shared thing that changes how they would work together.

When to use this activity

- A room of semi-strangers is sticking to business cards and weather before a session that needs them to actually know each other.
- You have 15 minutes, not an hour, and want energy up and names learned fast.
- Remote: run it in breakout rooms with the same chime; it transfers cleanly.

What the rounds change

Round	The ask	What it surfaces
1	Find one surprising shared thing	How fast “no small talk” gets past the job title
2	Find one neither of you told anyone before	Trust ticked up in sixty seconds, on purpose
3	Find a thing that changes how you’d work together	The match that mattered, not just the funniest

Setup

Space: standing room to mingle; no tables needed between pairs. If seated, pairs face each other and rotate one seat each round.

Materials per person: one tally card and a pen — tick a box each time a round lands a real match.

Materials for the room: three round-ask cards ([one-minute-meetup-prop-cards.pdf](#)), and something to chime with (a phone timer is fine).

Grouping: pairs who rotate every round — nobody talks to the same person twice. With an odd number, one person sits out round one and rotates back in for round two.

Roles: both people in a pair are equal finders; you are on the clock and on the “surprising only” rule.

How to run it

Time	Phase	What you do
0–2	Set up	Everyone gets a tally card and a pen. Pair off; odd person sits out round one and rotates in next.
2–4	Round 1	One minute per pair to find a surprising shared thing. Chime, then rotate to a new partner.
4–7	Round 2	Same clock, deeper ask (something neither told anyone). Rotate once more.
7–10	Round 3	Same clock, ask the work-changing one. Everyone ticks their tally card after each hit.
10–14	Gallery	Go around: each person says the match that surprised them most, in one line. No re-telling the whole conversation.
14–15	Bridge	One line each: what you found out about someone you’d already “met”.

The rules that make it work

- One minute, hard stop. The timer is not a suggestion — it’s what forces you past small talk.
- No job, no city, no “how was your weekend”. If it’s obvious, it doesn’t count.
- Everyone rotates; nobody talks to the same person twice. The gallery names matches, not monologues.

The card

Use the faces from [one-minute-meetup-prop-cards.pdf](#): three round-ask cards (surprising thing / something neither told anyone / a thing that changes how you’d work together), a per-person tally card, and blank ask cards to author your own. The three asks are the only thing to change for your team — the one-minute, hard-stop rule stays.

Failure modes

- **Pairs keep chatting past the chime.** Hold the stop; the rotation is the engine. Run it loud.
- **The room drifts back to business cards.** Read the round’s ask aloud every time and hold the “surprising only” rule.
- **The gallery turns into speeches.** One line per person, the surprising match only; you keep the clock.

Variations

- **Remote:** same thing in breakout rooms, three rotations; ring the chime on mute-all. The paper version works identically on a screen.
- **Large group (20+):** every pair runs at once; hold the gallery to a show of hands plus a few volunteered lines so it stays one-line-per-person.
- **Make the asks yours:** swap the three round-asks on the blank cards for your team’s real ice — a project, a hobby, a hard-earned lesson.
- **Longer, deeper (25 min):** add a fourth round (“how we’d actually work together”) and let the gallery run one line per pair instead of per person.

- **No-print fallback:** everyone uses a scrap of paper as a tally card and you read the three asks aloud.

Facilitation notes

- The strongest moment is the gallery, when someone says “I had no idea you’d done that too” about a person they’d met ten minutes ago.
- Keep it fifteen minutes; the energy comes from the squeeze, not the length.

Put it on the wall

Print `one-minute-meetup-activity-poster.pdf` (A3) to put the run of show, the two rules and the gallery prompts on one wall while you facilitate.

Props in this folder

- `one-minute-meetup-prop-cards.pdf` — poker-spec print sheet (63.5 × 88.9 mm, bleed and cut guides): three round-ask cards, a per-person tally card, blank ask cards, branded backs
- `one-minute-meetup-run-sheet.pdf` — the print edition: this run sheet + the debrief, bound as one A4 document with bookmarks (`-Letter.pdf` is US Letter)
- `one-minute-meetup-activity-poster.pdf` — the whole energizer on one A3 wall sheet
- `one-minute-meetup-guide.md` · `-debrief.md` · `-start-here.md` — the facilitator guide, the debrief, the one-page start here
- `one-minute-meetup-license.md` — what you may do with all of this
- `SKILL.md` · `one-minute-meetup.zip` — the machine-readable manifest, and the whole folder in one download

Agent version

Every file in this folder has a stable public URL — an AI agent can fetch the cards, the debrief and this run sheet with three curl commands (see `SKILL.md`). The paper version needs nothing but a room, three ask cards and a chime.

One-Minute Meetup — Debrief

Sixty seconds, three strangers-turned-matches. The point is not the answers — it is that the room stopped making small talk on purpose.

Use with `one-minute-meetup-guide.md` . The bridge line at minute 14 is the compressed version; this sheet is the full one.

How to run this debrief

- Ask to **what was found, not to who said it**. The match is the object on the table; the pair are just the ones who found it.
- Keep the tally cards out. Boxes that stayed empty are as telling as boxes that got ticked — that is where the room stayed polite.
- Close on one thing each person will now do with someone here. A gallery that ends at “nice” changed nothing.

Read the tally cards

1. **Who filled all three boxes.** The pairs that found a real match each round didn't have more in common — they had less small talk.
2. **The surprising ones.** The matches that got a laugh in the gallery are the ones where the room assumed wrongly. Name those assumptions.
3. **Round 3 hits.** How many found something that changes how they'd work together? That is the return on fifteen minutes.

The four debrief questions

- What did you learn about someone you had already met? Say the one that surprised you.
- What did the one-minute squeeze get you past that an open mingling never does?
- Which assumption about a colleague did today's gallery quietly correct?
- What is one thing you'd normally never ask, that you now will?

Failure modes of the debrief

Failure mode	Why it happens	The rescue
It stays a party game	The matches are funny	Bridge to the assumption the room held — and where it still costs you.
The gallery runs long	People retell whole conversations	One line each: the surprising match, nothing else.
Nothing carries back	Debrief stops at “nice”	Close on one question you'll now actually ask someone here.