# Before vou collaborate A little bit of preparation goes a long way with this 10 minutes Brainstorm

not sitting in the same room.

10 minutes to prepare 1 hour to collaborate 2-8 people recommended session. Here's what you need to do to get going.

## & idea prioritization

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

Use the Facilitation Superpowers to run a happy and

Team gathering

B Set the goal Think about the problem you'll be focusing on solving in the brainstorming session. Learn how to use the facilitation tools

productive session.

Open article

### Key rules of brainstorming

To run an smooth and productive session

Stay in topic. Encourage wild ideas. Defer judgment. Listen to others.

If possible, be visual. Go for volume.

#### Define your problem statement

5 minutes

To predict the future prices of crude oil using LSTM Write down any ideas that come to mind that address your problem statement.

Brainstorm

10 minutes

MEENA

PROBLEM How might we tackle the problem of predicting the price of crude oil?

Person 5

Person 6



Person 7

### Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. In the last 10 minutes, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

Prioritize

You can select a sticky note and hit the pencil [switch to

sketch] icon to start drawing!

Person 8

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes A Share the mural

to the mural with stakehold ers to keep keep
them in
the loop
about the
outcomes
of the
session.

Exporting
countries
and the is
price
of the state of alternation
of the state of alternation

Social Cues

Availability of oil

Alternative Fuel

Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

Importance

If each of these tasks could get done without any difficulty or co st, which would have the most positive impact?

After vou collaborate

Quick add-ons

company who might find it helpful.

You can export the mural as an image or pdf to share withmembers of your











Loo kou t for the mee ting of OPEC

Keep moving forward

Strategy blueprint Define the components of a new idea or

Customer experience journey map Understand customer needs, motivations, and obstacles for an experience.

Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Black Swan Events



Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the H key on the keyboard.

B Export the mural Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

strategy.

Open the template

Open the template

Strengths, weaknesses, opportunities & threats

Open the template

Share template feedback

Share template feedback

of this template to kickstart your work

#### Feasibility

Regardless of their importance, which tasks are more feasible than others? (Cost, time, effort, complexity, etc.)