



Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

- 10 minutes to prepare
- 1 hour to collaborate
- 2-8 people recommended

Share template feedback



Need some inspiration?
See a finished version of this template to kickstart your work.
[Open example](#)



Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes



Team gathering

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



Set the goal

Think about the problem you'll be focusing on solving in the brainstorming session.



Learn how to use the facilitation tools

Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)

1

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM

Many organizations have their own system to record their income and expenses, which they feel is the main key point of their business progress. It is good habit for a person to record daily expenses and earning but due to unawareness and lack of proper applications to suit their privacy, lacking decision making capacity people are using traditional note keeping methods to do so. Due to lack of a complete tracking system, there is a constant overload to rely on the daily entry of the expenditure and total estimation till the end of the month.



Key rules of brainstorming

To run a smooth and productive session

- Stay in topic.
- Defer judgment.
- Go for volume.
- Encourage wild ideas.
- Listen to others.
- If possible, be visual.

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP

You can select a sticky note and hit the pencil icon to start drawing!

Maniyarasan

User friendly	Security	24/7 Avalaibility
AD free	Cloud based memory	Data Security
Easy to track	IBM Database	Simple UI

Lokesh J

Minimize manual effort	Help in decision making	Secured and transparent data
Easy retrieval of report	Backup	Password Protected
FLASK backend	Notify User	Fast API

Lokesh V

Accessible from any device	Identifying cost saving opportunities	Analyzing overall expenses
Integration with other capable software	Duplicates get detected immediately	Regular updates
Set alerts and reminders	KUBERNETES	HTML CSS BOOTSTRAP

Muniasamy

Streamline Tax Deductions	Complex Less code	Fast Data Retrival
JAVA Script	Offers better analytics	Interactive UI
Store More Data	Universal and device agnostic	Display the report graphically

3

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.

20 minutes

UI

Interactive UI	User friendly
Light weight	Simple

FRONT END

HTML	CSS
Java Script	Bootstrap

BACKEND

Flask	IBM Database
IBM Cloud	Fast API

FEATURES

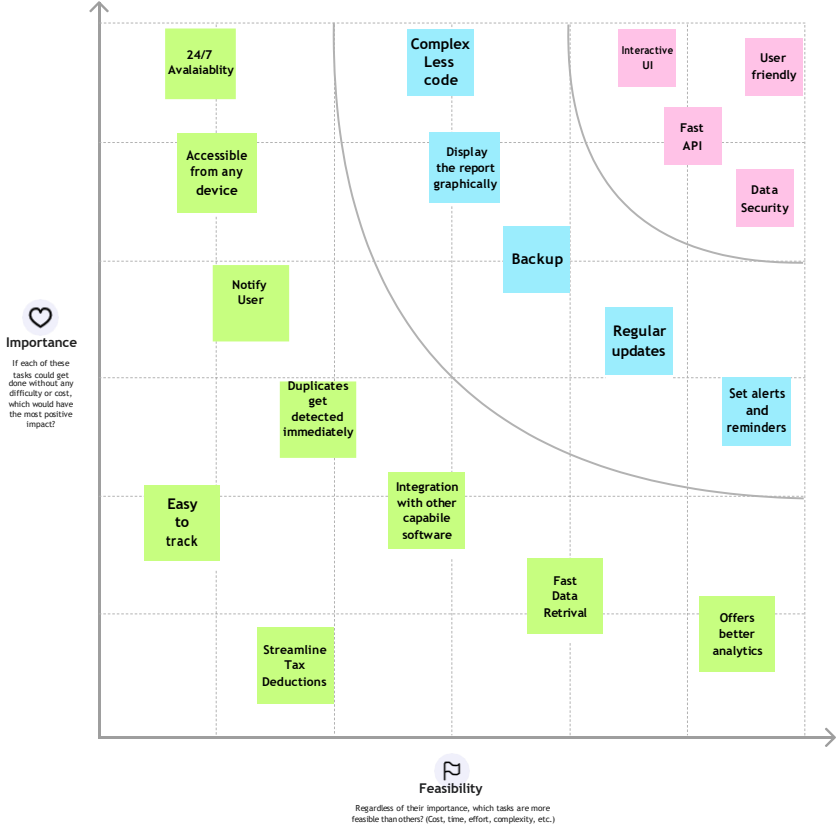
AD free	Regular Updates
Duplicate detecting	Graphical Report

4

Prioritize

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



After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons



Share the mural

Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.



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.

Keep moving forward



Strategy blueprint

Define the components of a new idea or strategy.

[Open the template](#)



Customer experience journey map

Understand customer needs, motivations, and obstacles for an experience.

[Open the template](#)



Strengths, weaknesses, opportunities & threats

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

[Open the template](#)

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