



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.

- Team getting: Define who's on the team and the problem statement. Share your problem statement in the session chat.
- Write your: Write down your problem statement in the session chat.
- Learn how to use the facilitator tools: Use the facilitator tools to help you manage the session and provide feedback.

Open session

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.

How might we give our problem statement?

Key rules of brainstorming:

- Focus on ideas and problem-solving.
- Keep it open: Encourage all ideas.
- State problems: Listen to others.
- Go for volume: It's possible to think.

Brainstorm

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

Person 1, Person 2, Person 3, Person 4, Person 5, Person 6, Person 7, Person 8

Person 1: [Ideas]

Person 2: [Ideas]

Person 3: [Ideas]

Person 4: [Ideas]

Person 5: [Ideas]

Person 6: [Ideas]

Person 7: [Ideas]

Person 8: [Ideas]

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence that describes it. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller subgroups.

Prioritize

Your team should all be on the same page about which ideas are important and which are feasible. This is the goal to determine which ideas are important and which are feasible.

Importance

Feasibility

How feasible is it to implement this idea? How important is it to the problem? How much effort will it take to implement this idea?

