

1

**Before you collaborate**  
A Note that all participants agree to bring along with the session. Items to which you have to be able to get along.

10 minutes

2

**Define your problem statement**  
What problem are you trying to solve? Frame your problem as a how might we framework. This will be the focus of your brainstorm.

10 minutes

3

**Brainstorm**  
Write down all ideas that come to mind. That includes your problem statement.

10 minutes

4

**Group ideas**  
Take 10-15 minutes to group ideas into clusters or related ideas. Once all ideas are in your group, give each cluster a name or title. If a cluster is large, then you may need to group it into smaller sub-groups.

10 minutes

5

**Prioritize**  
Your ideas should all be on the same page about what's important. Now, you'll have to pick your ideas on the grid to determine which ideas are important and which are to be done.

10 minutes

6

**After you collaborate**  
You can export the results as an image or pdf. We have a list of members of your company who might be helpful.

10 minutes

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**Team gathering**  
This is the first step in the process. It's important to have a team gathering. This is the first step in the process. It's important to have a team gathering.

10 minutes

2

**Play roles of brainstorming**  
To use an example and produce a result.

10 minutes

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