**How to run the debriefing meeting**

1. Begin by explaining how the meeting is going to work: "From your **lists of üsability problems** that you observed during the test sessions **we're going to choose the ten most serious ones.** Then we're going to **prioritize them** and agree on which ones we're going to commit to **fixing** in the next month."
2. Ask everyone to review the list of **problems** they wrote down during the test sessions and choose the **three** that they think are the most serious (**von beiden Test-Sessions!**).
3. Go around the room and ask people to read their three problems aloud. (If they have one that's already been mentioned, they can just say "**I had too**.")
4. **Write them all down** on an easel pad, taping sheets up on the wall as they get full. (Leave some room between items so you can add variations suggested by others.)
5. When everyone has had a chance to contribute their three problems, look at the list and choose what seem to be the ten most serious. You can ask people to vote i f you want, but don't be afraid to just say, "**It sounded to me like these are the top ten**" as you put checkmarks next to them. Then wait for any objections and make changes i f necessary.
6. **Write down a new rank-ordered list of these top ten problems**, starting with the most serious. Leave some room between them where you'll make notes about how to fix them. Again, use your own judgment about the order, but listen to any reasonable suggestions about changes.
7. **Working down the list without skipping any, have the team discuss briefly how each problem can be fixed within the next month**. Try to keep the proposed fixes as simple as possible (see Chapter 1 1 ).
8. Continue working your way down the list until you feel like you've committed all the resources you have available for fixing things in the next month, then stop.