The POWER Structure for LISA Statistical Collaboration Meetings
Prepare **O**pen **W**ork **E**nd **R**eflect

Prepare – Mentally and physically prepare for the meeting
- Review the materials the domain expert (DE) sent you, specifically the initial request for help.
- Review any unfamiliar terminology or statistical methods in the request.
- Arrive at the meeting room early to be sure it is prepared for the meeting (tidy up).
- Mentally prepare yourself for the meeting (do what you must do so you can focus on the domain expert and his or her research/business questions).
- Have a flexible, DE-centered plan for the meeting. Remember – your goal is to be helpful.

Open – Open the meeting collaboratively to establish an agenda for the rest of the meeting
- Introduce yourself. Smile. Shake hands. Make eye contact. Help the DE feel comfortable.
- **Time conversation** – Check if the scheduled meeting time still works for everyone and whether they can stay longer if it would be useful. Ask: "Does it still work for you to meet for [1 hour]? If we're being productive, for how long after [1 hour] could you stay?"
- **Wanted conversation** – Ask what the domain expert wants to accomplish during this meeting.
  - Paraphrase the DE's wants in your own words and ask: "Is there anything else?"
  - Prioritize the DE's wants to create a flexible plan (agenda) for the rest of the meeting.
- **Willing conversation** – Determine if you are willing to accomplish what the DE wants.
- **Able conversation** – Determine if you are able to accomplish all that the DE wants.

Work – Learn about the project and work with the domain expert to address his or her wants
- Overall Research Goals – Ask about the DE's overall research goals. Communicate your understanding of the project to the DE. If these goals are achieved, how will the results be used by the DE and his or her company and stakeholders? By what criteria will the results be judged?
- Seek first to understand, then to be understood. Be sure the DE understands the statistical information you are sharing with him or her. If you are unsure about something, ask. If he or she cannot explain the statistical methods to his or her boss, the methods probably will not be used.
- Stay on track and efficient with time. Be sure you are addressing the DE's wants.
- Answer questions completely, with no intentional omissions. Be respectful.
- If you do not know the answer to a question, tell the domain expert that you will look into it – do not give the DE an incorrect answer or fake your understanding.

End – Summarize the meeting and agree on the next steps for the project
- Reserve enough time so that you can perform all the steps of End and finish on time.
- Summarize any decisions made at the meeting.
- Ask the DE if each of the wants was satisfactorily addressed. If a want was not satisfactorily addressed, devise a plan to address it (schedule another meeting or address over email?)
- What will each individual be doing before the next meeting? What is the timeline?
- ASAP, email the DE a summary of the above decisions and next step action items.

Reflect – Determine what went well and what opportunities there are for improvement
- If a breakdown occurred, determine what had to be present for it to occur (underlying causes).
- Reflect on what you would do the same or differently in the future.