

- 1. Leader:** Select a leader – what criteria will you use, given possible conflict of interest?
- 2. Goal:** What's the goal? What are the possible goals? (Hit my target; hit our target, hit everyone's target, collaborate, be competitive, etc.)
- 3. Approaches:** Consider possible approaches – is this a “math problem”? Does it need to be? What other approaches are possible?
- 4. Communicate:** How do we best communicate?
- 5. Subgroups:** What possible subgroups could form? Which ones do we intentionally want (vs. just evolve)?
- 6. Shared Resources:** How do we handle people who disengage because they don't understand? Is this a shared resources opportunity?
- 7. Success:** How do we ensure success in the time allotted?
- 8. Pauses:** Where should we pause and check on how our team is doing?
- 9. Strengths:** How can we best use every team member, aligning to their strengths?
- 10. Tools:** How can we use the tools we are given to their best advantage (e.g. indicate decisions made on the sheets with the numbers to keep track)?