

## Ideation Phase

### Brainstorm & Idea Prioritization Template

Date	18 Feb 2026
Team ID	LTVIP2026TMIDS81723
Project Name	Civil Engineering Insight Studio
Maximum Marks	4 Marks

#### Brainstorm & Idea Prioritization Template:

Brainstorming provides a free and open environment that encourages everyone within a team to participate in the creative thinking process that leads to problem solving. Prioritizing volume over value, out-of-the-box ideas are welcome and built upon, and all participants are encouraged to collaborate, helping each other develop a rich amount of creative solutions.

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

#### Step-1: Team Gathering, Collaboration and Select the Problem Statement

The screenshot shows a digital template for a brainstorming session. It is divided into three main vertical columns:

- Preparation Column:** Contains a lightbulb icon and the title "Brainstorm & idea prioritization". Below it, text says: "Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room." It also lists preparation times: "10 minutes to prepare", "1 hour to collaborate", and "2-8 people recommended".
- Collaboration Column:** Contains a section titled "Before you collaborate" with a brief description and a 10-minute timer. It also includes three steps: "Team gathering" (with a 10-minute timer), "Set the goal" (with a 10-minute timer), and "Learn how to use the facilitation tools" (with a link to an article).
- Problem Statement Column:** Contains a section titled "Define your problem statement" with a brief description and a 5-minute timer. It features a box labeled "PROBLEM" containing the placeholder text "How might we [your problem statement]?".

At the bottom right, there is a summary box titled "Key rules of brainstorming" with six rules:

- Stay in topic.
- Encourage wild ideas.
- Defer judgment.
- Listen to others.
- Go for volume.
- If possible, be visual.

## Step-2: Brainstorm, Idea Listing and Grouping

2

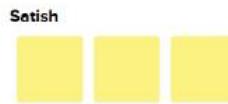
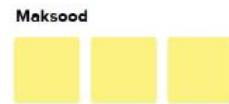
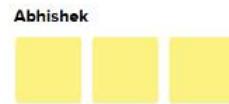
### Brainstorm

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

⌚ 10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!



## Step-3: Idea Prioritization

4

### Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

⌚ 20 minutes

TIP  
Participants can use many cursors to point at where sticky notes should go on the grid. You can also click the spot by using the idea pointer by using the H key on the keyboard.

