

# 10 Minute Ideation Brainstorm - Used POV / HMW

<p><b>POV:</b> Kara needs to take notes because she has to keep her team on task, and stay within deadlines.</p> <p><b>HMW:</b> How might we help Kara with her meeting ToDos and summary emails to her boss, employees, and clients?</p>	<p>Solutions to other POVs and HMWs</p>
<ul style="list-style-type: none"> <li>● meeting recorder - audio only</li> <li>● meeting transcriber - records audio and converts to text</li> <li>● designated note taker</li> <li>● preformatted notebook with ideas, key points, todos</li> <li>● iPad with electronic pen</li> <li>● write in a notebook</li> <li>● take notes on laptop</li> <li>● app to record key points, todos</li> <li>● Skype, GoToMeeting, Join.me screen recordings</li> <li>● conference call recorder</li> <li>● digital pen recorder (that records what you write and digitizes later)</li> <li>● Meeting formatter app / style guideline (update, scrum, decision needed)</li> <li>● Automatic summary meeting app</li> <li>● Each person records their key points and todo, and stores in central place</li> <li>● todo list of top 5 points</li> <li>● meeting summary at end to revisit key points</li> </ul>	<ul style="list-style-type: none"> <li>● Ground Rules checklist</li> <li>● Meeting start and hard stop timer</li> <li>● meeting designated times with hard limit, like right before lunch, at end of day to keep on task</li> <li>● no meeting unless everyone is present</li> <li>● meeting productivity training</li> <li>● non standard meeting times (7mins 22 mins) not 30/60 mins</li> <li>● meeting lost time / ROI calculator 1 hour meeting with 5 people = 5 hours meeting + interruptions</li> <li>● 2 pizza meeting (no more than 6-8 person max)</li> <li>● phone call instead</li> <li>● email instead</li> <li>● remote / webinar meeting instead</li> <li>● no arguing rule (if status meeting or non-decision meeting)</li> <li>● make people take meeting seriously</li> </ul>

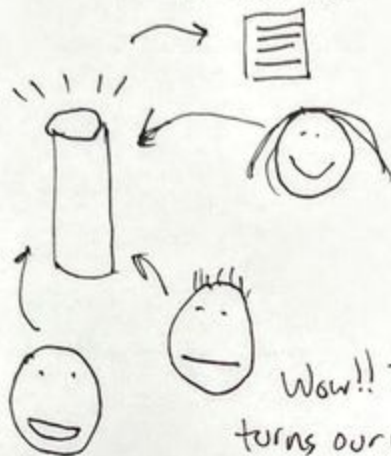
Crazy Eights on next page

## Audio Recorder



listen later  
if I need to

## Meeting Audio to text transcriber



Wow!! I  
turns our voices  
to text!!

## Designated Notetaker



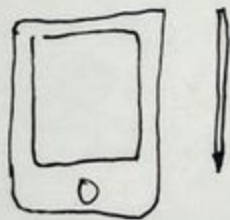
We talk, and  
she just takes notes

## Preformatted Notebook with key points / todos

Todos	Key points
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

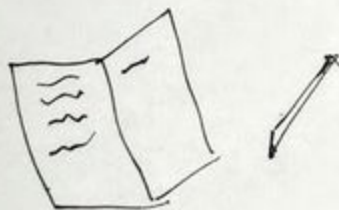
Soooo organized!

## tablet + e Pen



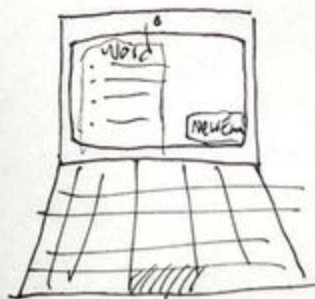
fancy  
\$\$\$

## Good old notebook and pen



re write or retype  
later

## Take notes in laptop



Notes in  
word  
they look  
an email

## Skype / GoToMeeting / Join.me webinar recording

