

## Problem-Solving Session Minutes

**Date:** March 2, 2024

**Time:** 9:00 AM

**Location:** Elephant Boardroom

**Attendees:**

- Philasande Bhani
- Themba Zwane
- Nelisiwe Sibiyi
- David Bush

**Agenda:**

1. Presentation of the problem analysis.
2. Discussion on alternative solutions.
3. Selection of the best possible solution.
4. Planning for change implementation.

**Minutes:**

**1. Presentation of Problem Analysis:**

- Philasande Bhani presented the findings of the problem analysis, outlining the causes and effects of the lack of innovation within the unit.
- The team acknowledged the severity of the problem and expressed readiness to explore potential solutions.

**2. Discussion on Alternative Solutions:**

- Themba Zwane proposed various alternative solutions, including enhancing communication channels, transforming the organizational culture, implementing a reward system, and investing in training and development.
- Nelisiwe Sibiyi and David Bush provided additional insights and suggestions for each alternative solution.

**3. Selection of the Best Possible Solution:**

- After thorough deliberation, the team agreed that implementing a comprehensive strategy encompassing communication enhancement, culture transformation, reward system implementation, and training and development would be the most effective approach to address the problem.

**4. Planning for Change Implementation:**

- The team discussed the timeline and assigned roles and responsibilities for each component of the implementation strategy.
- Philasande Bhani agreed to finalize the change management plan and communicate it to all stakeholders before initiating the implementation process.