Brainstorming Agenda Template

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| **Session Objectives** |  |
| **Participants** |  |
| **Agenda** | 1. Introduce rules and objectives (10 minutes).    1. Review ground rules (Example):  * We recognize that all ideas are valuable and we will keep an open mind. * We will agree to and stay focused on the objectives of the session. * We recognize the need to respect and trust each other. * We will try not to interrupt. * We will accept everyone’s opinion as neither right nor wrong, just as their opinion. * We welcome all questions. * We will follow the time allotments listed in the agenda. * We will consider additional ground rules identified at the start of the session.   1. Obtain agreement on session objective.  1. Share ideas (60 minutes, or approximately half the session time). 2. Prioritize and select requirements (60 minutes, or approximately half the session time). |