The purpose of this assignment is to plan an upcoming brainstorming session you will facilitate. Please use this template below to finish your planning.

Send your completed plan to [lin.q@outlook.com](mailto:lin.q@outlook.com) by June 4, 2020.

If you have any question, contact Lucy Qian at the email above.

**Part 1**

|  |  |
| --- | --- |
| Title of the brainstorming: | |
| Purpose (why are we here?): | |
| Objectives (what do we want to achieve through this session?): | |
| Impact (what impact will this session have?): | |
| Who need to attend: | **Why they need to attend:** |
| Person A: | **Reason:** |
| Person B: | **Reason:** |
| Person C: | **Reason:** |
| … | **…** |
|  |  |
|  |  |
|  |  |
|  |  |
| Location of the session:  What physical conditions need to be met to make the session successful? | |
| When:  Duration: | |

**Part 2**

|  |  |  |
| --- | --- | --- |
| Focus question (what problem are we trying to solve in the session?):  *\*\*\*\*\*List your focus question in one sentence\*\*\*\*\** | | |
| Time | **Process (detailed steps)** | **Materials required** |
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