NO.
11

DECISIONS AND PROBLEM-SOLVING

Brainstorming Agenda

[The question you want ideas for]

MEETING DATE
[Month day, year]

LENGTH
45 minutes

Time	[00:00] to [00:00]	**Location**	[Room or video link]
Facilitator	[Name]	**Notetaker**	[Name]
Attendees	[Names]		

Objective

Leave with a shortlist of [3] ideas worth testing, each with someone who will explore it.

Separate the two halves. First generate without judging. Only then group, discuss and choose.

Before the meeting

- Facilitator: write the prompt as a "How might we ...?" question.
- Share any limits up front: budget, deadline, what is off the table.
- Everyone: come with three ideas already written down.

Agenda (45 minutes)

Min	Item	Lead	Purpose
5	**Prompt and rules** Read the question and the ground rules below.	[Facilitator]	Inform
15	**Generate ideas** Write alone for 5 minutes, then share. Quantity first.	All	Discuss
10	**Group similar ideas** Cluster them and give each group a short name.	[Facilitator]	Discuss
10	**Vote and shortlist** Each person gets [3] votes. Take the top [3].	All	**Decide**
5	**Owners for the shortlist** Who explores each idea, and by when.	[Notetaker]	**Decide**

Ground rules

- No criticism while generating
- Build on other ideas: "yes, and"
- One conversation at a time
- Wild ideas are welcome
- Write every idea down
- Quantity first, quality later

NO.
11

MEETING RECORD

Brainstorming Agenda

NOTETAKER
[Name]

Idea board

All ideas Everything, unfiltered	Themes Grouped ideas	Shortlist Top [3] after voting
[Write here]	[Write here]	[Write here]

Decisions, actions and parking lot

Type	What was agreed	Owner	Due
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Action	[What, in one sentence]	[Name]	[Date]
Parked	[Topic, and where it goes next: meeting, email, next agenda]	[Name]	[Date]

Notes

[Anything else worth keeping: numbers quoted, open questions, who to follow up with]