



TOPIC

DATE

CHAIR

SCRIBE

The meeting will follow four stages:

- 1 *Understanding* the situation
- 2 *Identifying* and prioritising the problems
- 3 *Generating* possible solutions
- 4 *Selecting* optimal solutions and developing an Action Plan

1 Understanding the situation

During Round 1 we will paint a collective picture of the issue based on our personal experience, and we will avoid:

- (i) Talking about unrelated issues;
- (i) Suggesting we know why someone else is saying something;
- (iii) Proposing solutions.

2 Identifying and prioritising the problems

During Round 2 we will:

- (i) Identify problems and rank them according to urgency and difficulty.

During Round 2 we will avoid:

- (i) Proposing solutions.

3 Generating solutions

During Round 3 we will propose solutions and we will avoid:

- (i) Criticising other people's solutions as soon as they are suggested;
- (ii) Refraining from suggesting solutions for fear that others will criticise us.

4 Selecting solutions and developing an Action Plan

During Round 4 we will *decide*:

- (i) What is to be done;
- (ii) How it is to be done;
- (iii) Who will do it;
- (iv) By when;
- (v) How those not involved in the meeting will be informed of the Action Plan.