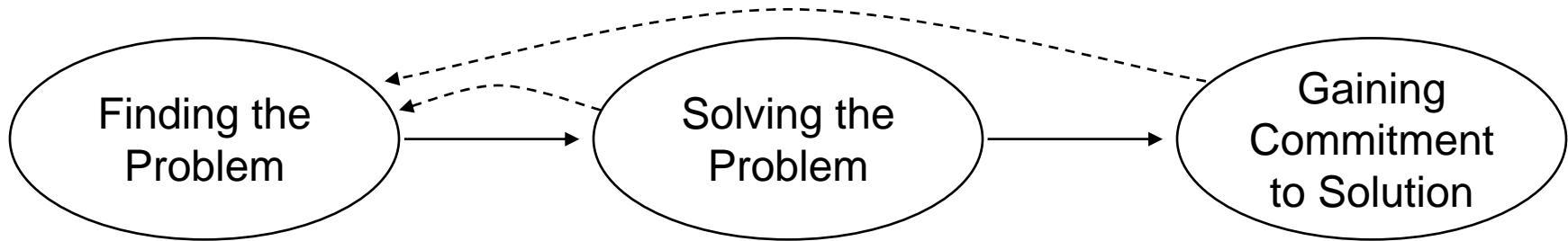


Group Process Checklist



- | | Generate | Analyze | Evaluate |
|---|--|---|--|
| <input type="checkbox"/> Discuss objectives | <input type="checkbox"/> Brainstorm or brainwrite | <input type="checkbox"/> Do <i>not</i> do in a group | <input type="checkbox"/> Multiple solutions |
| <input type="checkbox"/> Agree on measures of success | <ul style="list-style-type: none"> • Before • During | <ul style="list-style-type: none"> • Individual write-ups • Overlapping effort • Distribute well before next meeting | <input type="checkbox"/> Delphi |
| <input type="checkbox"/> Brainstorm/brainwrite problem statements | | | <input type="checkbox"/> Consensus seeking rules
<input type="checkbox"/> Prior commitment
<input type="checkbox"/> Action steps |

How to Use the Group Process Checklist

- Necessary
- Facilitator
 - Agenda (prior preparation by group and facilitator)
 - Time budget (with slack)
-
- Desirable
- "Time Out" for group process