Catalogue

Information Process: Organizing and Integrating

PROCESS
• Return charts from the previous session to the meeting room.
• Fix chart papers on the wall, one on top of the next, with the heading of each visible.
• Review charts for data on prior conversations as useful.

ALTERNATIVES
• Post in left-to-right sequence on the wall.

TIPS
• Number each chart when recording group deliberations.
• Alert participants to the presence of the charts.