

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.