

Content Check

Information Processing: Organizing and Integrating

PROCESS

- Randomly distribute cards numbered 1 through 4.
- Display a chart with the following ideas:
 1. Walk out knowing what to do.
 2. Why are we doing it?
 3. What are we expecting to see?
 4. What are our next steps?

The numbers members receive determine which meeting summary statement they make.

ALTERNATIVES

- Members draw a playing card.
- Numbered cards are thrown on the table, and members scramble for their questions of choice.

cont.

- Add other summary checks for groups larger than four. Some examples might be as follows:
 - Who needs to know what happened in this meeting?
 - By when are the next steps due?
 - What should be highlighted in the minutes of the meeting?

TIPS

- Make the process routine for greatest results or alternate with Process Check in this appendix

NOTES AND APPLICATIONS
