

Issues Agenda

Information Processing: Activating and Engaging

PROCESS

- Brainstorm issues related to a project.
- Dialogue on degrees of importance, desirable attention sequences, and connections.
- Develop and agree to a timeline.

ALTERNATIVES

- After brainstorming, develop a Criteria Matrix to analyze importance and attention sequences.
- An issues agenda can be conducted informally, focused only on topics to be addressed during the current meeting.

TIPS

- Remind members of brainstorming rules. Even experienced groups can forget these without a reminder.