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| **iNSTIGATE** | | |
| **Free from Distractions:** *Note who Is attending the meeting and everyone is ‘Free from Distractions’.* | | |
| **Open to Engage:** *Ice breaker to help everyone feel engaged.* | | |
| **SYNERGISE** | **THINK** | **AGREE** |
| **Commit to Success:** *Invitees* ***commit or challenge*** *and comment on pre-meeting expectations?* | **Share ideas:** *Discuss openly and honestly ideas*  *1)………………………………………………………………….*  *2)………………………………………………………………….*  *3)………………………………………………………………….* | **Do What’s Right:**  ***Decision 1)***  *what: ……………………………………………………..………*  *when: ……………………………………………………..………*  *who: ………………………………………………………………*  ***Decision 2)***  *what: …………………………………………………………..…*  *when: …………………………………………………………..…*  *who: ………………………………………………………………*  ***Decision 3)***  *what: ………………………………………………………..……*  *when: ………………………………………………………..……*  *who: ………………………………………………………………* |
| **Understand Objectives:**  *Keep the number of TOPICS down to a manageable level:*  *1)………………………………………………………………….*  *2)………………………………………………………………….*  *3)………………………………………………………………….* | **Evaluate ideas:**  ***High:*** *Value / Impact / Novelty*  ***X***  *- DO these ideas!!*  **Low:** *Cost / Effort / Stress* |
| **QUESTION:** *Was this meeting time well spent? Compare Pre-meeting expectations with Post-Meeting Perceptions.* | | |