

Brainstorming and problem-solving meeting template

| Time | Phase | Lead | Focus/strategy |
|--------|-----------------------------|-------------|--|
| 5 min | Warm-up | Facilitator | Quick check-in to get creative energy flowing and align the group. |
| 5 min | Problem statement | Facilitator | Define the exact problem to solve (What, Why, and for Whom). |
| 10 min | Silent ideation | All | Each person generates ideas individually (e.g., in a shared doc). This is key to equalizing participation. |
| 15 min | Group share & clustering | All | Quickly share ideas, discuss potential overlaps, and group similar concepts together. |
| 10 min | Prioritization & next steps | Facilitator | Vote on the top 3–5 ideas and assign owners to test them out or create follow-up action plans. |