

Brainstorming Meeting Agenda

Date:

Time:

Facilitator:

Meeting Objective:

→ Icebreakers (5 min)

(Activities to get to know the team)

- Activity description
-

→ Ground Rules (5 min)

(Basic rules for the duration of the meeting)

- Everyone is encouraged to participate.
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→ Brainstorming Ideas (20 min)

(Key takeaways from the session)

- Talking point
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→ Discussion and Voting on Ideas (10 min)

(Which solution is the most plausible? Does everyone agree on the ideas?)

- Talking point
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→ Action Items (to fill in)

(Goals for the next week)

Action Items	Assignee

Pre-meeting notes (if any):

