

ACTION: 2020 MASTER PLAN AND SURVEY

Agenda for Meetings

1. **Introductions of those in attendance (10 minutes)**
2. **Introductory Power Point (20 minutes)**
 - a. **Objective of meeting**
 - b. **Overview of EE outcomes**
 - c. **Overview of Process**
3. **Brain Writing (10 minutes each goal)**
4. **Bubble up-Bubble down (20 minutes each goal)**
5. **Wrap-up and thank you.**

Brain Writing:

1. Seat group members at a table, with a sheet of paper in front of each person with the goal that everyone is trying to solve at the top of the page,. (Note: they should **not** write their names.) Appoint someone to be moderator, and time each round.
2. Give the group three minutes to write down three ideas for how to solve the problem. They should not edit the ideas, or try to perfect them. Allow them to write in "free form." Do not permit any discussion.
3. After three minutes, move on to round two. Gather in the papers, shuffle them, and then pass them out. You may need to sort out cases where someone gets back a paper they have already written on. Ask everyone to generate three more ideas on the new paper they have just received. They can build on the first three ideas that are already written, or think of three new solutions.
4. The moderator decides how many rounds there are.
5. When all rounds are finished, collect the papers, and write all of the ideas on a whiteboard for everyone to see. Then begin discussing which ideas would work best for solving the current problem.

Bubble-Up/Bubble-Down is a forced-pair comparison. The goal of this activity is to use forced-pair comparisons in placing priorities on a list of items. No alternative is completely eliminated; "quick wins" and "crown jewels" bubble up.

Materials Needed:

Prepared flip chart from Brainwriting.

Time:

This activity should take approximately 20 minutes, depending on how many items the group has to work with.

Instructions:

Read the Participants' Information below out loud.

Using the flip chart (or note paper if used) from Brainwriting, tear the paper into strips, each with one topic/suggestion from Brainwriting.

It is helpful, especially when using large flip chart paper to spread the strips of paper on the floor and have the group gather around them.

Randomly choose two of the topic strips. Ask the group to compare these two items only to each other. They will want to use the considerations when deciding which task or topic "bubbles up". Place the higher choice at the top and randomly choose a third topic. Compare this third topic to the bottom topic from last round. If the new topic has higher ranking, bubble it up; if not, bubble the other item up. Next compare the top item and the second item, unless they have already been paired together. Each item can be bubbled up or bubbled down during this exercise.

Continue this process until all items have been compared to each other, one pair at a time. During the process, you may find what is called a "crown jewel", a task that is cost effective, easy to implement, and has a big impact.

Alternatives that are inexpensive and easy to implement go to the top of the list using the bubble-up/bubble-down tool. These "low hanging fruit" or "quick wins" can often be implemented without much further study. More effective alternatives may require additional study.