

# Innovation Meeting/Event Worksheet

TIME	AGENDA ITEM	APPROACH/TOOL	FACILITATOR
	<ul style="list-style-type: none"> <li>▪ <b>Opening/Set-Up</b> <ul style="list-style-type: none"> <li>- Kick-off</li> <li>- Introductions</li> <li>- Ground rules and parking lot</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>Define Opportunities</b> <ul style="list-style-type: none"> <li>- Review/define process</li> <li>- Identify problems/barriers</li> <li>- Identify root cause</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>Generate Ideas</b> <ul style="list-style-type: none"> <li>- Prime for creativity</li> <li>- Brainstorm potential solutions</li> <li>- Assess potential solutions</li> <li>- Decide and build consensus</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>Develop and Test</b> <ul style="list-style-type: none"> <li>- Create prototype or pilot</li> <li>- Test and evaluation</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>▪ <b>Action Plans</b> <ul style="list-style-type: none"> <li>- Decompose and plan</li> <li>- Actions/accountability/next steps</li> </ul> </li> </ul>		