Appendix L

Meeting Inventory

Decide Who Decides

- We were clear about who we are in the decision making process. 1 - 2 - 3 - 4 - 5
- We were clear about the decision making processes being used. 1 - 2 - 3 - 4 - 5

Define the Sandbox

- We were clear about which parts of the issue(s) we explored live in our sandbox. 1 - 2 - 3 - 4 - 5

Develop Standards

- We adhered to one process at a time. 1 - 2 - 3 - 4 - 5
- We adhered to one topic at a time. 1 - 2 - 3 - 4 - 5
- We balanced participation. 1 - 2 - 3 - 4 - 5
    - The degree to which I felt listened to. 1 - 2 - 3 - 4 - 5
    - The degree to which I listened to others. 1 - 2 - 3 - 4 - 5
- We engaged in productive cognitive conflict. 1 - 2 - 3 - 4 - 5
- We were clear about meeting roles . 1 - 2 - 3 - 4 - 5

Design the Surround

- We managed the environment to support our work. 1 - 2 - 3 - 4 - 5

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Topic(s) Date Group