

Silent generation

- Time to record or think about as many ideas as possible, in silence, in response to the question.

Round robin

- Each participant presents one idea at a time and ideas are recorded for everyone to see; this continues until there are no more new ideas.

Clarification

- Opportunity to clarify or elaborate on ideas.
- Recorded items are checked for duplication and possible grouping.

Ranking and discussion

- Participants select and rank their top five preferences
- Total scores presented and discussed.