
Brainstorming Meeting

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Collect ideas using this brainstorming meeting agenda template. Start by covering off the basics, and leave with a clear set of next steps.

Objectives (5 min)

Summary:

Next Steps:

Ground rules & housekeeping (5 min)

Summary:

Next Steps:

Activity (20 min)

Summary:

Next Steps:

Round robin (15 min)

Summary:

Next Steps:

Idea voting (10 min)

Summary:

Next Steps:

Next steps (5 min)

Summary:

Next Steps:

Want meeting notes like this with no extra work?

With Hypercontext by Spinach, every meeting has a shared