Urgent Problem Solving Meeting

## Goal

To create an action plan for addressing this problem.

## Duration

45+ minutes

## Agenda

### 1.0 Situation Report

Review the data about the problem and ask and answer any questions.

### 2.0 Solution Constraints

Discuss the solution goals and constraints; what we want to see happen and what we have to work with to make it happen.

### 3.0 Brainstorm Solutions

Take a few minutes to silently assimilate everything learned and individually brainstorm solutions. Then, share all ideas and discuss options.

 Select the best solution.

### 4.0 Define an Action Plan

Set a near term action plan by defining who will do what by when.

### 5.0 Confirm Next Steps

Review everything. Does your plan address the immediate problem? Do you know exactly what will happen next? Is everyone clear and committed to what they need to do?

Then, set a time to meet again and check progress.

## Resources

### Blog Post

<http://blog.lucidmeetings.com/blog/how-to-run-an-urgent-problem-solving-meeting>