***The Meeting Ref’s Modified A3***

* Be clear about the General Goal/Issue of the meeting.
* Make sure everyone wants to be there - Your culture should be that it is ok to not be interested; however, it’s not ok to be there and not be interested.

**Background Information:** What is the goal’s “history”? The main purpose of this is to help people “dump out their ego” and reduce their frustration with the issue. Then they can move into the process in a more productive frame of mind.

Use this section step to capture the information.

**Capture the Goal/Target in the 5 W Format. This does not include the How. That is in the Solutions. Pre-fill this to help expedite the process, then change it. It is best to do this on a screen that everyone can see.**

Who: This team

What: will improve

Where: in our territory

Why: in order to help employees be more efficient

When: no later than COB 2025.

**Main Obstacle Identification. Use this process. List all the problems that will impede your achievement of the goal. Then use the next box to create a Main Obstacle statement.**

List all problems or potential problems. This will help everyone think through the situation and be able to contribute their thoughts.

* Need more training

**State the Main Obstacle in one concise statement. Stress test this with the whole working group and do not move past it until there is consensus. “If we solved this problem, would our goal be achieved?”**

The main obstacle to achieving the goal is….

**Solutions**

Use this box to capture all potential solutions during this step and during the above steps. This will make sure the idea gets captured, but that the process does not get compromised. A good way to do this is to ask each person what they want to do to help. This method makes it their idea as opposed to coming up with a solution and then looking for someone to do it (unwillingly).

* Bob will…
* Jane will…