

## Consolidated Sequence Model

Sequence: Meetings Held with 5-12 Participants					
Trigger: Upcoming meeting					
Overall Intent: Share and act on information					
Activities	Intents	Breakdowns	Abstract Step	Alternative Steps	Alternative Steps
Meeting Preparation	Prepare for meeting you are organizing		Create agenda	Type Agenda	Handwrite agenda
			Send agenda	Send agenda to meeting participants by email	Share agenda with meeting participants electronically via other means(GoogleDocs,iShare,etc)
			Invite participants	Send Outlook invitation to meeting participants	Send GoogleCal invitation to meeting participants
			Make sure participants are relevant to meeting		
			Prepare slides and handouts		
			Distribute slides and handouts to meeting participants	Emails slides and handouts to meeting participants	Share slides and handouts with meeting participants electronically via other means(GoogleDocs,wiki,iShare,etc)
			Review agenda, slides, and handouts		
			Prepare notes for questions to ask in meeting	Type notes	Write notes by hand
Participate	Share information with other meeting participants	BD:People dominate or do not contribute anything to discussion which leads to questions and comments not being asked	Take notes about meeting information	Type notes	Write notes by hand
			Define issues from notes in meeting		
			Ask participants for status report		
			Share status report		
			Ask for opinions and ideas		
			Share opinions and ideas		
			Assign tasks		
Sketch on whiteboard					
Meeting Follow-Up	Act on or review information shared in a meeting	BD:If an email has too much information, it will not get read	Distribute meeting notes	Send notes to meeting participants by email	Share notes with meeting participants electronically via other means(GoogleDocs,wiki,iShare,etc)
			Get notes from missed meeting	Read email with notes	Ask colleague for notes
			Review notes	Read email with notes	Review personal notes (handwritten or typed)
			Meet with subgroup from larger meeting		