

TIPS FOR GETTING THE SESSION BACK ON TRACK

Deviating From Agreed to Guidelines

- Business vs. technical requirements
- Solution**
- Remind of their responsibilities

Bogged Down on One Topic

- Knowing when you are reaching diminishing returns
- Solution**
- Assign to Issues List/ Parking Lot

Impatient Participants

- Reading the group?
- Solution**
- Action Item for later resolution

Side-Bar Conversations

- Disruptive/distracting cliques?
- Solution**
- Deal with it directly

Off Topic

- conversation is straying to another activity?
- potential “scope creep”?
- Solution**
- Drop it/ Come back to it

