Supplementary material for
Roadmap for Effective and Creative Meetings
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Idea-development template

Name of idea	
What does the idea entail?	
What will be achieved by its implementation?	
What is the most important thing that needs to be done for the idea to be implemented?	
What are the most serious obstacles?	
How will these obstacles be overcome?	
Describe a more radical and more rudimentary version of the idea.	Radical: Rudimentary:
Who will implement the idea? Who else is needed?	