

Checklist #6: Reviewing the Discovery Meeting

Your notes contain the content of the discovery meeting. Here are some questions to answer afterward about the process of the meeting. It also is a review of the discovery concepts.

1. How did the client manage the discussion?

Client Control
100 percent

Consultant Control
100 percent

No client energy
for the project

Very high
client energy

2. What is the technical problem or possibility?
3. What others are contributing to it?
4. What is the client doing to create the problem or prevent its resolution? Or what is the client doing to impede realization of the possibility?
5. What folklore, history, ogres, and angels can you identify on this project? Are there any blind spots that the client is missing?
6. What supporting statements did you make?
7. What confronting statements did you make?
8. What nonverbal data did you notice?