CPS TOOLS ON THE WALL

Each of the following blocks includes something that you may want to have on the wall are on an easel pad in your meeting area. Each of these can be used to facilitate the brainstorming and team meeting process.

You can save money by calling a local architectural firm and checking to see if they have old plans that they are about to discard and then using the backs of the plan sheets.

TEAM RULES

- Have Fun
- Do what you agreed to do
- Respect each other
- Clean up your messes
- Call if you can't make a meeting
- Have fun

The Team Manager should have their own rules for their house but have the Team brainstorm their own rules at the same time. Keep these on the wall so that you can refer to them if there some type of problem arises.

SCORING

List scoring components of central challenge

Draw two blank lines for Side Trips. Having these blanks on the list helps keep the team thinking about the items they may want to use for side trips

Keep the scoring for the challenge on the wall during meetings. This gives the Team Manager a reference to point to when the team starts getting off track. When they start spending an entire meeting discussing how they are going to make the team sign, the Team Manager can point to this and ask how this relates to the scored items for the challenges

I generally draw up a matrix of the scores listing the maximum score in the first column and then leaving blanks for each tournament that the team might compete in (not labeled of course). After Regional Tournament we then list the actual raw scores and use this as a starting point for things that the team might want to improve and/or change.

LIST OF IDEAS

Some teams record all of their ideas in a notebook so that that can refer back to them. I have had better success with my teams in using a large easel pad (or the backs of old plans) to record all of the team's ideas.

It is important to record all the ideas that the team has come up with because you aren't supposed to remind them of things that they have discussed previously but you can always refer them back to the notes and ideas that they have already generated. Having it on a large pad makes it easier for everyone to see at once.

I have also found it convenient to switch colors of markers in between ideas. It makes it easier to follow the lists down the page.

IDEA BIN / PARKING LOT

The idea bin (or parking lot) is a tool that you use to keep a team on track while brainstorming. It never fails that while the team is brainstorming about the best way to "make the widget" move that someone will come up with an idea about how they can make a costume for the character and they will want to start talking about that which gets the team off of the main topic being brainstormed. When a team member does this you recognize that they have a good idea by saying something to the effect "That's a great idea but we are talking about widgets right now but we don't wont to forget this idea so we will write it down over here in the parking lot and then come back to it once we are through talking about widgets. This lets you acknowledge the idea without shutting down the creative process and helps you get back on track.

CALENDAR

Make a calendar on a large sheet of paper. Run the calendar through the tournament. Show the tournament date. On the night before tournament list the that the team meets at 6:30 (or whenever) for final run through and to load up props

List all of the meeting dates. List the dates when you know that the team will not be able to meet (i.e. Team Manager goes to church on Wed night so the team can't meet). The large calendar provides another reference point for the Team Manager when talking to the team. Let a team member mark off each day. During the meeting you can refer to the calendar and ask – how many meetings do we have left before tournament. This is helpful in helping the team understand how much they have to accomplish.

CHECK LISTS

We use check lists in many ways. We make large check lists on the wall

Use large sheets of paper to make multiple check lists of things that need to happen.

It is often useful to make a check list of major items and then to make additional check lists of how to accomplish the major items.

At the end of each meeting make a list of the things that the team wants to accomplish at the next meeting and who is going to work on these items. Team members enjoy checking things off of these lists as they complete these items.

As you get close to tournament have the team make a check list of the things they need to pack with them. This list can be typed up and used as a check list as the team packs for tournament.

At another time you should have the team brainstorm and make a list of things that they need to do or check before they perform – i.e. check batteries, turn the do-hicky forward, etc. This can be typed up and become the teams performance check list.

You may want to make a poster with these Guidelines to refer to during a meeting

Creative Thinking Guidelines

- Defer Judgment (both positive and negative)
- Encourage WILD ideas
- It's QUANTITY not QUALITY that counts.
- Encourage Piggybacking

Critical Thinking Guidelines

- Use Affirmative Judgment
- Be Deliberate
- Stay on Course
- Consider Novelty

KEEPERS

Occasionally, teams will come up with an idea that they do not want to give up on but just can't seem to fit it into their performance. The "Keepers" list is a list of ideas that the team would like to implement but have been unable to at a given point in time. They aren't ready to let go of it but can't make it work. Put this item on the "keepers" list and then refer back to this list and ask the team if they can incorporate any of the ideas from the list into their performance in a cohesive manner.

MUST DO'S / LIKE TO DO

At times the team is going to have more things on their check list than they can accomplish. As the team looks over their check lists you can have them divide the list into two separate lists – things that the MUST DO and things that the would LIKE TO DO. "Must Do"s are those items the team needs to have done for score. Having the scoring on the wall as mentioned earlier gives you something to refer to to help the team decide what list a particular item needs to be placed on.