

Proposal synthesis cheat sheet

1. Gather feedback

Listen carefully and take notes.

2. Synthesize a proposal

Synthesize what's been said into one proposal. Try not to leave out any ideas. Ask, "Did I catch everything you said?" Answer any questions posed.

3. Propose idea for consent

Choose an idea that seems reasonable and see if there are any objections. Read the proposal out loud and resolve any objections.

4. Celebrate the decision!

