Group Problem Solving Checklist

1. Understand the problem.
   - We know the meaning of all the words.
   - We know all the parts of the problem that have to be done.
   - We have written down our questions about the problem.

2. Brainstorm ideas for a solution.
   - We set a time limit for brainstorming.
   - We agreed to hear all ideas without “putdowns.”
   - We made a list of our ideas.

3. Decide on the best ideas.
   - We decided what qualities a good idea would have.
   - We chose the ideas that seemed good.
   - We tested each idea to see what would happen if we used it.
   - We decided on one best idea to use to solve the problem.

4. Make a plan to do the work.
   - We listed all the tasks that needed to be done.
   - We decided on the best order for these tasks.
   - We divided up the tasks equally in our group.
   - We set a time limit for each task.
   - We know when the group needs to be finished working on the solution to the problem.