***[Insert Session Name]* Design Thinking Session Agenda**

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| **Session Purpose:** | **Date & Time:** |
| **Location:** |
| **Executive Sponsor:**  **Accountable Leader:**  **Innovation Project Manager:** |

The high-level agenda below contains the six topic areas we will cover in our day together. We will have breaks throughout the day, and lunch will be provided.

We want everyone to be comfortable while designing. Smart casual or business casual attire is appropriate.

We look forward to this exciting Innovation Design Thinking Session and are glad you will be designing with us!

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| **Agenda Item** | |  | **Discussion/Comments** |
| 1 | Welcome and Goals | * Introductions * Share goals * Brainstorm and build empathy | |
| 2 | Discovery | * Gallery crawl of current state, user needs and analogous learnings | |
| 3 | Define | * Debrief gallery crawl * Define our design constraints | |
| 4 | Ideate & Design | * Team work to design and prototype new \_\_\_\_\_\_\_\_\_ | |
| 5 | Show and Tell | * Teams present their prototype or concept to the group | |
| 6 | Thank you and Adjourn | * Thank you and discuss next steps | |