Effective brainstorming moderation
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How to deal with ~30 technical guys brainstorming on the project ideas and:
1. get valuable output
2. maximize the chance of implementation

If you're asking this yourself, it may be worth reading on.

I was thrown into deep water – informed about becoming a moderator 15 minutes before the session, quickly but effectively mentored by my manager. Nothing will substitute this f2f mentoring, but if you have some time for the preparation, you may find this guide useful. This is a collection of the most important rules you should be aware of once organizing and moderating brainstorming sessions.

Good luck!

Plan the session:
1. Get the list of attendees (people involved in a project). It may be worth to invite also some people from other projects, as it's easier for them to think out of the box.
2. Create the schedule you'll follow:
    i. Brainstorming made of few rounds containing:
        1. shooting proposals (plan the length, be flexible, watch the game)
        2. breaks (ask people to go out, take a breath)
    ii. Clustering
    iii. Prioritizing
3. Brainstorm effectively:
    i. Communicate the rules at the opening:
        1. no shooting down the ideas
        2. being precise
        3. no discussions at this stage
    ii. Have someone write the proposals on post-its and stick to the board. The person should be able to easily formulate catchwords from descriptions.
    iii. Give people short time slot for submitting ideas, but don't inform them about it. Once you use it, ask attendees to go out for a short break. This is time for them to rest, discuss, mingle...
    iv. Have a few sessions and breaks like the above and finish brainstorming once you notice that the action slows down.
4. Clustering wisely:
    i. choose the most interested/involved people to help you cluster the ideas;
5. Prioritize and initiate action:
    i. choose the greatest ideas and assign the owners;