



## SEVEN MINUTE PROJECT TUNING

### Norms:

- Hard on the content, soft on the people
- Be kind, helpful and specific
- Share the air (or “step up, step back”)

**Protocol:** (~7 min per person; arrange the students in groups of four to five)

1. **Project Overview** (1 min): The presenter gives an *overview of their idea* and shares his/her thinking about key design issues.  
*Participants are silent.*
2. **Group Think Time** (1 min): Participants write ideas about *what they want to know more about and ideas for the presenter*. *Presenter is silent; participants do this work silently.*
3. **Clarifying Questions** (1 min): Participants ask “*clarifying*” questions of the presenter. Clarifying questions help the group understand the presenter’s idea more easily. Clarifying questions tend to have brief, factual answers.
4. **Discussion** (3 min): Participants begin with *positive feedback*. Then participants identify *opportunities for growth*. How might the presenter need our help? What are the strongest or most exciting parts of this idea—and how might we build on these? Will we be able to complete this idea in class? Does this idea come from a real problem or need?  
*During this time, the presenter physically pulls him/herself back from the group, is silent and takes notes. Participants should direct their comments to each other, not the presenter. The facilitator may need to remind participants of the presenter’s dilemma question.*
5. **Reflection** (1 min): The presenter has the *opportunity to respond* to the discussion. The presenter may share what struck him/her and what next steps might be taken as a result of the ideas generated by the discussion. *Participants are silent.*