**Purpose:** This template supports discussion among task force members to brainstorm and evaluate potential solutions to the challenges previously identified in the *Defining the Challenges* template.

**Users:** Full task force or small working groups

**Instructions:**

(*NOTE: Prior to this activity, challenges should have been defined and documented, including supporting evidence and an examination of any underlying causes.)*

1. Assign a small working group to each challenge. Use the space below to include customized instructions and a deadline.
2. Instruct working group members to individually complete *Section 1: Brainstorm Solutions* as preparation for their working group discussion.
3. Instruct each working group to hold a discussion to finalize Sections 1 and 2.
4. Establish a process for working groups to submit results or prepare to present to the task force. This process should help the task force prepare to prioritize solutions as a group.

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| **Challenge**: | **Deadline for completion:** |
| **Working group members:** |  |
| **Instructions for submitting/sharing results, if applicable:** |  |

**Section 1: Brainstorm Solutions**

Factors that contribute to the overall challenge were identified in the *Defining Challenges* template, part of the Math Task Force Toolkit.

| **Factor contributing  to the challenge** | **Promising solutions (strategies to address this factor)** | **Advantages/disadvantages  of solutions** | **Examples where solution has been implemented (if any)** |
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**Process check:** Has at least one solution been identified for each factor listed?

**Section 2: Define Next Steps**

Assign responsibilities and deadlines for any next steps such as gathering additional information, organizing a meeting, or preparing the information for submission or presentation.

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| **Action Step** | **Person(s) Responsible** | **Deadline** |
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