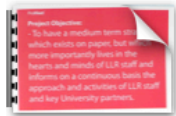## Method Card 30
Gridcard Management

Let order and logic reign!

Example scanned gridcards from a half day meeting
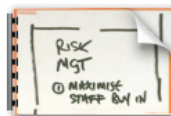

2008_01_15_1_Project objectives a...tcomes.pdf
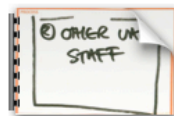
2008_01_15_2_Meeting Objectives.pdf

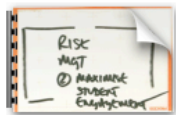2008_01_15_3_Changing Context.pdf

2008_01_15_4_Internal Context.pdf
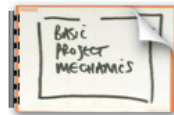
2008_01_15_5_Risk Mgt_LLR staff.pdf
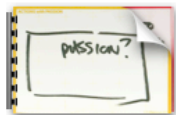
2008_01_15_6_Risk Mgt_UAL staff.pdf
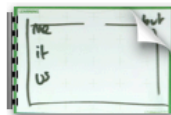
2008_01_15_7_Risk Mgt_Student...gement.pdf

2008_01_15_8_Visions wshp possib...icipants.pdf

2008_01_15_9_Project Process.pdf

2008_01_15_10_Actions with Passion.pdf

2008_01_15_11_Learning.pdf

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Gridcard Management

DESCRIPTION
Gridcard Management is the process of ensuring gridcard based workshop data is gathered systematically, scanned, named and stored to facilitate easy access.

Gridcards are very useful in meetings for increasing participation, seeking out diversity and increasing energy in meetings. A wallchart full of gridcards at the end of a meeting is a system at the edge of chaos! Take great care to ensure this part of a meeting is very well managed!

HOW?
1. Firstly, photograph the wallchart with high resolution digital camera.

2. Collect the gridcards in a systematic order, making small stacks, with the session header card on top.

3. Place each small stack, on the floor, underneath its place on the wallchart until all data has been taken from the wallchart.

4. Separate each stack with spare (waste) gridcards.

5. Scan each stack on a high speed document scanner, to create a PDF booklet of each stack.

6. Rename each stack using this convention: (SN= Stack number)

Date   SN Name
2008_01_15_2_Changing Context.pdf

7. File the scans logically on a shared server, and e-mail links to all meeting participants.
8. File the physical gridcards with equal care.