

Meeting	Interests	Issues	Information	Options	Analysis and Agreement
Initial client meetings	Understand	Start listing	Start Gathering	Defer Discuss looking at all options	Defer
Meeting with other Lawyer	Share	Develop Agenda	Recognize the information needed	Defer	Defer
Meeting 1	Catalogue	Develop	Start Sharing information What more is needed		
Meeting 2	Review and Revise	Review and revise	Analyse and review, get more information	Start consideration May develop	
Meeting 3			Analyse and review If missing information request	Develop and review Eliminate those not helpful	Analyse offers and make tentative agreements
Meeting 4	Review as tool for reviewing options, getting agreement		Review any new information	Review and analyse	Conclude Agreement Use impasse tools if needed