

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