Discovery call question sheet

Capture decisions that prevent unclear briefs.

Three steps

1. Prepare key questions
2. Record exact decisions
3. Send a recap for confirmation

A worked example

Question	Audience
Client answer	Local families
Evidence needed	Existing research
Next action	Request brief

Confirm evidence instead of guessing the audience.

Avoid recording sensitive information unnecessarily.

Discovery call question sheet

Use one row per item or decision. Start with what you know.

Question	Client answer	Evidence needed	Next action

My next action / when