

EXAMPLE PROCESS AGENDA

PROJECT NAME
Meeting 1: Project Kick-off

Date, Time (allow 2–2.5 hours), Location

~ **MEETING OBJECTIVES** ~

- 1) Introduce the project
- 2) Confirm project scope, schedule, roles/responsibilities, working group participation
- 3) Begin developing project resilience goals

~ **PROCESS AGENDA** ~

Time and Session Leaders	Activities and Objectives	Set up and materials
15 minutes Project Team	Participant check-in	Agendas, Sign-In Sheet, Name Tags, Pens, Markers, AV equipment
30 minutes Project Manager	Welcome and Introductions <ul style="list-style-type: none"> ➤ Open meeting. ➤ Welcome and introductions – Project team and working group attendees: name, affiliation, primary responsibilities, interest in the project. ➤ Review agenda and meeting objectives. 	
30 minutes Project Team	Presentation I <ul style="list-style-type: none"> ➤ Introduce the project <ul style="list-style-type: none"> • Goals, objectives, and expected outcomes • Brief overview of planning process • Roles and responsibilities of stakeholder working group, project team and subcommittees • Other projects and data sources that will be used ➤ Get input on and confirm: <ul style="list-style-type: none"> ○ Project area and asset list ○ Climate impacts statement ○ Working group (Are there perspectives missing? Is there a need for subcommittees?) ○ Basic communications practices for the project 	Allow clarifying questions during presentation. Hold longer more detailed questions until the end.

ART SUPPLY: EXAMPLE PROCESS AGENDA
Design Your Project Step 1: Scope & Organize

10 minutes	Break	
30 minutes All	<p>Identifying Functions & Values Exercise</p> <p>(See Engagement Exercise: Functions and Values Mapping (📎) to learn how to prepare for and lead this engagement exercise is available in ART Supplies for the Scope and Organize step)</p> <p><i>Purpose of this exercise is to better understand the relationships between assets in the project area and the services and functions that are valued by the participants, to set the stage for developing project resilience goals.</i></p> <ul style="list-style-type: none"> ➤ Pass out functions and values stickers. ➤ Participants place stickers on the map where the assets and related functions and values occur. ➤ Provide blank stickers for additional functions and values if needed. 	<p>Large map of the project area with key orienting features (e.g. roads) and assets identified.</p> <p>Stickers with the different possible functions and values based on consequences to categories: society & equity, environment and economy.</p>
15 minutes Project Team	<p>Debrief on mapping exercise and resilience goal setting</p> <ul style="list-style-type: none"> ➤ Lead a group discussion about the assets and related functions and values in the project area that were identified by the participants. What, if any, patterns or relationships are revealed by the exercise? ➤ Lightning round: Ask the group to share words/phrases/concepts based on the functions and values in the project area that could be included in project resilience goals. ➤ Discussion question for the group: Do you see your agency's, organization's or community's authority, mission, primary objectives, or values in this list of words/phrases/concepts? 	<p>Flip chart and markers to capture words/phrases.</p> <p>Alternatively, provide group markers and paper and ask them write words/phrases that are then posted in groupings on a common share wall.</p>
10 minutes Project Manager	<p>Wrap up and Next Steps</p> <ul style="list-style-type: none"> ➤ Describe what the project team will do next. ➤ Assignments (if any) to the working group or subcommittees. ➤ Next meeting – proposed agenda, day/time, location. ➤ Final questions? 	
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