

EXAMPLE PROCESS AGENDA

PROJECT NAME

Meeting 3 or 4: Shifting from Assessment to Adaptation

Date, Time (allow 2 hours), Location

~ MEETING OBJECTIVES~

- 1) Review key assessment findings
- 2) Share, discuss and refine draft key planning issues
- 3) Revisit resilience goals and prepare for next step: Plan

~ 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
10 minutes Project Manager	Welcome <ul style="list-style-type: none"> ➤ Open meeting. ➤ Review agenda and meeting objectives ➤ Introductions 	
20 minutes Project Team	Presentation I: Review Key Assessment Findings <ul style="list-style-type: none"> ➤ Remind everyone where we are in the process, what we have done ➤ Share key vulnerabilities found from the assessment ➤ Let working group members share updates on relevant projects in the area/related to this topic. 	Allow Q&A during presentation
10 minutes Project Team	Presentation II: Intro to the Define Step <ul style="list-style-type: none"> ➤ Why define? ➤ Share example vulnerabilities and issue statements (from draft profile sheets. ➤ Why do we need to focus on <i>key</i> planning issues? 	Allow Q&A during presentation

ART SUPPLY: EXAMPLE PROCESS AGENDA

Design Your Project Step 5: Identify Issues

<p>15 minutes Project Team</p>	<p>Discussion: Resilience Goals</p> <ul style="list-style-type: none"> ➤ Review project resilience goals, and discuss if they need to be refined based on assessment outcomes. 	<p>Resilience goals projected or provided as a handout Take good notes!</p>
<p>5 minutes</p>	<p>Break</p>	
<p>40 minutes All</p>	<p>Open House: Reviewing and Revising Draft Key Planning Issues</p> <p>(For an example poster for the open house, see the ART Portfolio: How-To > ART Supplies page.)</p> <p><i>Purpose of the open house is for working group members to understand, provide feedback on and agree to the draft key planning issues for the project. These key planning issues will determine how the Plan step is organized.</i></p> <ul style="list-style-type: none"> ➤ Introduce the purpose the open house exercise, and go over the different key planning issues that are on the posters. (5-10 minutes) ➤ Show the questions for which you are seeking their input and will ask about following the open house exercise. Leave these questions projected overhead during the open house. Example debrief questions: <ul style="list-style-type: none"> ○ Are each of the working group members' interests/concerns is represented in at least on of them focus of adaptation responses development? ○ If these issues were resolved, would resilience goals be met? ○ Do the key planning issues (as presented) guide the group to adaptation responses? ○ Does everyone need to work on all of them? Do the issues need more specialization? ➤ Encourage participants to visit each poster, ask questions and discuss with the project team and other attendees, and write any feedback and ideas on the sticky notes. (20 minutes) ➤ Reconvene as a group and use the debrief questions to facilitate discussion/comments about the draft key planning issues (5-10 minutes) 	<p>Large format posters of the draft key planning issues. Post around the meeting room.</p> <p>Slide presentation with the debrief questions.</p> <p>One or two project team members should be at each poster "station" to answer questions and take notes.</p> <p>Sticky notes, markers, flip charts, a camera to record decisions.</p> <p>Have one team member keep time, and give 5 minute warning.</p> <p>Take good notes on the debrief!</p>

ART SUPPLY: EXAMPLE PROCESS AGENDA

Design Your Project Step 5: Identify Issues

<p>20 minutes All & Project Team</p>	<p>Wrap-Up and Next Steps</p> <ul style="list-style-type: none">➤ Finalize key planning issues➤ Share individual asset or agency adaptation actions➤ Next meeting will be adaptation responses	
	<p>ADJOURN</p>	