Collective Impact

CORE

Meeting Agenda

Date:

Time:

Location:

To become a more trauma-informed and resilient community where:

Everyone has what they need to be well.

Everyone understands trauma and its impact.

Everyone has what they need to support themselves and each other.

Check In	
Review Shared Purpose:	
We start each meeting by stating our shared purpose.	
Process:	**Tools:**
A Participant reads the common agenda.	None
Create the Agenda Pool:	
Together, we decide what topics should be on our meeting agenda.	
Process:	**Tools:**
The Facilitator shares the Waiting Pool. Participants suggest new topics, including the purpose of talking about them. As a group, we talk about what we need to achieve that purpose. If we have everything we need, we add the topic to the Agenda Pool. If we don't have what we need, we return the topic to the Waiting Pool.	Waiting Pool
Rank the Agenda Pool:	
Each Participant ranks the topics in the Agenda Pool.	
Process:	**Tools:**
The Facilitator shares the Agenda Pool. Participants rank each topic. Rankings go from "most important to talk about today" to "least important to talk about today."	Agenda Pool Agenda Ranking Tool
Build relationships:	
We spend time getting to know each other as people outside of our assigned roles.	
Process:	**Tools:**
The Facilitator suggests a topic or question. Participants talk about it in small groups. The Facilitator brings everyone back together after 5 minutes.	Break-Out Rooms

Review Today's Agenda:	
We review the meeting agenda.	
Process: The Facilitator reviews the Agenda Pool rankings. They put the topics in order from "most important to talk about today" to "least important to talk about today."	**Tools:** None

Agenda Pool	
Discuss Agenda Topics:	
We talk about the topics in the Agenda Pool.	
Process: The Facilitator leads the conversation about the topics in the Agenda Pool. We will discuss the topics ranked "most important" first. We will give each topic the time it needs. We may not talk about all topics from the Agenda Pool.	**Tools:** Commitment Check-In Design Ice-Breaker Formal Consensus Informal Consensus
1. Topic #1 (Score) 2. Topic #2 (Score) 3. Etc.	

Check Out	
Start the Waiting Pool:	
We suggest topics to talk about at our next meeting.	
Process: Participants propose topics for our next meeting, including the purpose of talking about them. As a group, we talk about what we would need to achieve that purpose. We add all topics to the Waiting Pool for our next meeting. Anyone can add a topic to the Waiting Pool at any time before the next meeting.	**Tools:** Waiting Pool
Review Commitments:	
We review the actions we agreed to take.	
Process: The Facilitator shares all actions, who agreed to take them, and when we agreed to complete them.	**Tools:** None

Ongoing Commitments

We have not completed these actions yet.

- <u>Who</u> will do what by when
- <u>Who</u> will do what by when
- Etc.