APPENDIX 1: SAMPLE WIREFRAME AGENDA

SET UP	AGENDA and GOALS FOR THE DAY already written on flip chart paper and hung with 2020 Goals Communications Packets and Roles and Responsibilities handouts in piles at center of each table.	*Facilitator will set up room*
1. OPENING/GOAL *Demonstrate progress on action commitments from last meeting, orient to agenda and results for this meeting* 10 Min Begin by 11:35 AM latest; Finish by 11:45 AM	**Backbone Director**: Call to order. Welcome Group In order to advance our 2020 goals, our results for today are: (1) Completed Roles and Responsibilities (2) Supportive feedback on Goal 2 and Goal 4 (3) Guidance on the Roadmap (4) Guidance on Data Council Recommendations **Facilitator**: Review Commitments from last meeting. Last meeting we had follow up work on four items: (1) Manager 1 received feedback he has used to... (2) Manager 2 received feedback he has used to... (3) We received feedback on our communications package. We are excited to share the final version with you today. (4) We received feedback and revised the Roles and Responsibilities document we sent you shortly after the meeting and share again today. **Call on Director** **Director**: Acknowledge that feedback from the group was incorporated into this version. Ask for affirmation from the group that they support the Roles and Responsibilities.	*Goals written on sheet hung in room* *Communications packages on the tables.* *Handouts of Roles and Responsibilities on tables*
	Acknowledge you will be adding some new members to the group and that this will be used in recruitment and orientation.	
2. GOAL REPORTS AND PEER CONSULT *Update group on Goals 2 & 4, engage members across siloes to support goals.* 45 Min Begin by 11:45 Peer Consult by 12:05 Review Peer Consult by 12:20 Finish by 12:30	**Facilitator** will introduce Goal managers. **Goal Managers** will each have 10 minutes to update the group and frame their question for peer consult. They will have 5 slides each that are on a timer and they will be done on time **Facilitator** will assign tables to work on a specific question. They will have 15 minutes at tables to identify ways they can help the Goal Managers advance their work. **Facilitator** will ask each table to share their recommendations and support with Goal Managers. He will summarize what is recorded. **Goal Managers** will each say thank you to the group and commit to following up.	*Facilitator will manage slide remote and time.* *Create a slide with the questions that will show both at the end.* *Recommendations and support should be noted on flipchart with names by staff.*
3. STRATEGY/ALIGNMENT CONVERSATIONS *Guidance on Road Map and Data Council Recs* 45 Min Begin by 12:30 PM Move to second topic by 12:55 PM Complete discussion by 1:20 PM latest.	**Facilitator** will introduce First Topic: The Roadmap. He will introduce Director **Director** will provide context (ladder of inference) for how they got here (let people know how this builds upon their past work, is not new). Questions for the group: (1) The contributing indicators ought to be where the work of the initiative happens. Will focusing on these contributing indicators help initiative and its partners better define, measure, manage and improve the work needed to achieve goals?	*Questions will be on slide*

	(2) Is anything missing that would be important for measuring progress toward our core indicators? Group will spend 10 minutes at tables, Facilitator will gather report back and group discussion for 10 minutes. **Facilitator** will paraphrase and capture. Ask for any group feedback or questions after report back. Close by naming any action commitments he will make to consider or act on feedback and what next steps are. Ideally, respond via email and at next meeting. Second Topic: Data Recommendations. Facilitator will provide context. Where is this coming from? What does it build upon? What problem does it solve? Set the table for Data Council chair. **Data Council Chair** will share Data Council Recommendations. (5 Minutes) **Facilitator** will summarize key ideas, ask group: (a) Will these recommendations help us better manage our performance toward our Roadmap goals? (b) What are the implications of these on our work? (c) Anything missing we should be also measuring and thinking about? **Facilitator** will ask tables to spend 10 minutes on key feedback and then spend 10 minutes gathering feedback from room. **Facilitator** will identify action commitments that will follow up on this.	*Questions will be on slide* *Feedback from group will be documented on flipchart by staff.* *Questions will be on slide* *Feedback from group will be documented on flipchart by Staff*
4. COMMITMENTS & FOLLOW UP *Clarify how work and decisions will be followed up on and communicated; Receive feedback on meeting design/goals* 10 Min Begin by 1:20 PM	**Faciliator** will review feedback we received and what the follow up will be (what/who/when) for each section (Goal 2, Goal 4, Roadmap, and Data Council Recommendations. **Facilitator** will review goals and then ask if there are any quick announcements or additional feedback anyone has. **Backbone Director:** • Thank you for coming. • Please fill out evaluation but quickly Give me thumbs up, down, or sideways: Was today a productive meeting that moves our work forward? • If there are sideways or down thumbs, ask what would turn those thumbs up? • Next meeting is Thursday, May 12th from 11:30 AM to 1:30 PM. Make sure it is on your calendars!	*Any additional commitments or follow up will be noted on flip charts.*
5. DEBRIEF	Staff (including Goal Managers) meet after the meeting at 1:45 PM to de-brief for 15-20 minutes. Slides from the presentations and document with specific feedback and follow up will be prepared in document to share with those not in attendance.	Room cleaned up Flip Charts Photographed

APPENDIX 2: Follow Up Emails

This group sends these tables with each email between meetings, so members are continually reminded about their commitments. The staff also do individual follow up.

Action Commitments

Who needs to take action?	What actions will move the group forward?	When will the process start and end?	Why is this action a priority?
Angie & Christy	• Follow up with reporter on the report release	Nov 1	• To inform framing and report on release
Paul & Angie	• Gather information on the legislative victory in Ohio	December meeting	• To learn how to implement similar policy reform in WI
Wanda & Christy	• Follow up with Chief Judge for County	November meeting	• Gauge support for LAW eviction legal counsel project
Staff	• Complete list of new state senators/reps after Nov election • Create baseline report for each of the strategies (including data and what has worked in other locations) • Share list of factors and disparities at next meeting to set up strategy activity • Schedule Nov committee meeting	Nov 15 Oct 31 Nov 1 Oct 21	• To re-engage state policy makers • To continue work on identifying strategies