

**CAIRS: Clean Air Improvement Solutions
Project Kick-off Meeting
Internal Agenda**

Pre-work:

- Secure meeting space.
- Order food and refreshments.
- Gather meeting materials.
- Gather background materials and share in advance of the meeting:
 - Draft agenda
 - Brief project background/summary overview
 - Project scope
 - Timeline
 - Deliverables
- Disseminate meeting materials and reminder one month/3 weeks, one week, and 2 days before meeting.
- Identify a meeting notetaker. (Maybe a moderator and/or someone to monitor the chat if virtual)

Meeting Materials:

- Name labels
- Attendance list (2 copies)
- Poster paper, 1 ream of plain white printer paper or 5-6 legal notepads
- Markers, Pens, Tape, Scissors
- Post-it notes
- Copies of handouts
- Fidget toys (play doh, pipe cleaners, etc.)
- Food/snacks and refreshments
- Prepared poster paper taped to the wall:
 - Community Norms
 - Community Garden
 - Acronyms/Terms
 - Questions (2)

Meeting Check-in:

- Ask meeting participants to check in, prepare a name label and grab food/snack and refreshments.

Meeting Agenda 1:00 – 3:15 PM

- **Welcome & Introductions (15-20 min)** Maria & Omar
 - **Welcome the group**
 - (10-15min) Conduct a simple, fun and engaging **icebreaker** to help everyone get to know each other. For example, have participants share their name, role, organization, and favorite summertime activity
 - Review **Community Norms** (aka Ground Rules) posted on the wall and invite the group to add to the list.
 - Participate
 - One person speaks at a time
 - Listen actively
 - Communicate respectfully
 - Be open to all possible solutions
 - Lean into discomfort
 - Vegas rules – what is shared here, stays here
 - Point to the **Community Garden** (aka Parking Lot) posted on the wall and explain this is a placeholder for ideas, topics, etc. that are important to remember, but will not be discussed at this meeting due to time or a lack of sufficient information.
 - Point to the **Acronyms/Terms** posted on the wall and explain to make sure we're all on the same page, whenever there is a term or acronym used is unclear, please stop the discussion and ask for clarification. We will add it to the poster paper.
 - Review **Agenda** with the group.
- **Project Overview (60 min)** Maria & Omar
 - **Summary of project purpose and goals** – (3- 5 min)
 - Group **review of project materials** - (5-10 min)
 - **Handouts:** Statement of work, project scope, timeline, and deliverables.
 - Inform the group the following 5-10 min is time for the group to read/review the materials at the meeting.
 - **Ask the group to jot down their questions on post-it** notes and add to the “Questions” poster paper. Meeting facilitators should review and group questions by theme.
 - Set timer for 10 min.
 - **Discussion** - (30-45 min)
 - Briefly recap:
 - The project scope and action plan
 - Inform the group who's doing what
 - Discuss how you are going to work together and how often the Community Coalition will meet
 - Review how tools and resources will be used to track progress/milestones. Discuss how updates will be communicated with the Community Coalition.

- Q&A:
 - Using the Questions poster papers, the facilitators should group questions by theme and summarize questions and responses to each question.
 - Note: some questions will be answered at a later time because of insufficient information, etc. Add these questions to the **Community Garden** poster paper.
- **BREAK (10 min)**
- **Group Activity: Defining success (25 min)**
 - **Small Group Breakout (15 min)**
 - Provide instructions and answer questions before starting the group activity (5 min)
 - [One facilitator will] Inform the group that they will be broken into small groups and have 10 minutes to discuss and note responses to the question, *what does success look like?* on a piece of paper. **Ask them to identify a note-taker to note responses and a person who will report out to the larger group at the end of the small group activity.**
 - [The second facilitator will] Give the group plain white printer paper (5 pages) or 1 legal notepad, markers/pens.
 - Break the participants into small groups of 3-5 people.
 - Set timer for 10 min.
 - **Large Group Recap (5-10 min)**
 - Give each group 1 min to share their responses. Set a phone timer so you can respectfully keep presenters to time.
 - Thank everyone for their participation.
- **Wrap-up & Next Steps (5 min) Maria & Omar**
 - Provide information about when the next meeting will take place and meeting details.
 - Inform the group when meeting notes will be shared (ideally between 3-5 business days).
 - Announce any upcoming deadlines and/or action items members are to complete in between the meetings. Identify who will be responsible for each action item.
 - Thank everyone for their time and have everyone give themselves a round of applause.