

Facilitators' Agendas | March Public Meetings

Hybrid Public Meeting - Mar 6 (Kennewick Hosting)

Time	Activity (Hybrid Format)	Lead
6pm (5min)	Welcome (All Participants)	
	Introduce meeting hosts and facilitators (name, project role, favorite ice cream)	Casey Bradfield (BERK)
	Agenda overview & PSA (meeting to be recorded)	Casey (BERK)
	Begin Zoom recording	Stella Streufert (BERK)
	Stream Zoom meeting	SwagIT (City contractor)
	Opening remarks	Anthony Muai (City)
6:05 (25 min)	Presentation (All Participants)	
	Present slides -Project Overview (Casey) -Preliminary Data (Katherine) -Intro Facilitated Discussion (Casey)	Casey (BERK) Katherine Allison (Cascadia)
	Run live polls, share screen with results (Mentimeter)	Stella (BERK)
	Guidelines for facilitated discussion	Casey (BERK)
6:30 (45 min)	Facilitated Discussion (2 Groups)	
	Split in-person and Zoom participants into 2 groups -Stop projecting Zoom in live meeting space (Jonathan) -Ensure can't hear/see live meeting space in Zoom (Stella)	Jonathan Dickey (City) Stella (BERK)
	Facilitate in-person discussion -Call people to podium & take notes on easel (Casey) -Help respond to questions (Anthony)	Casey (BERK) Anthony (City)
	Facilitate Zoom discussion -Lead discussion (Gretchen)	Gretchen Muller (Cascadia)

	-Help respond to questions (Matt) -Take notes in Miro (Katherine) -Manage Zoom participation/calling on people (Stella)	Matt Halitsky (City) Katherine (Cascadia) Stella (BERK)
	Summarize in-person discussion takeaways	Casey (BERK)
	Summarize Zoom discussion takeaways	Gretchen (Cascadia)
7:15 (45 min)	Closing & Optional Additional Discussion (2 Groups)	
	Thank you for being here/ways to stay engaged (sign up for project list, spring public meetings)	Anthony/Matt (City)
	Meeting is over – project team available until 8pm	All
	Stop recording when all participants are gone/or 8pm	Stella (BERK)
	Stop streaming Zoom meeting	SwagIT (City contractor)

Room Set Up

- Screen/audio connected to Zoom meeting
- Typical Council Chamber set up (podium with microphone, chairs facing screen)
- Easel and pens for note taking
- Copies of 2-sided handout with agenda on one side and QR codes/links for live polls on other
- Table with sign in sheets and pens

Zoom Set Up

- Meeting settings
 - Meeting (not Webinar).
 - Settings should ensure participants are muted/video off until a host invites them to unmute.
 - Can we test this feature day of (maybe 4:30-5)? Also splitting into the two groups?
 - Stella should be co-host (and other consultant team members if possible)
- Presentation slides ready to screen share
- Mentimeter live results ready to screen share
- Miro board note taking template ready to screen share

Staffing

	Total	In-Person	Online
BERK	2	Casey	Stella
Cascadia	1	NA	Gretchen, Katherine
City	3	Anthony, Jonathan	Matt
Zoom Host: Jonathan is master host, Stella to be promoted to co-host and lead Zoom during meeting			