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Community Engagement Department Meeting

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This will be our bi-weekly status meeting for the Community Engagement team to discuss current projects, review Rocks progress, brainstorm ideas and questions. Please submit agenda items at least 24 hours before the meeting and be prepared to update team on any follow ups from last meeting. ACTION ITEM: Provide additional documents for follow-up items to upload. If you cannot attend, please update [person 1].

☐ **Pre-meeting (IDS items and documents to share out email to [person responsible] no later than EOB Tuesday before meeting)**

Summary: | Next Steps:
_____ | _____
_____ | _____
_____ | _____

☐ **Check-In (Ice Breaker / [person responsible] / 5 mins)**

Summary: | Next Steps:
_____ | _____
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☐ **Headlines (Company and Team News / All / 5-10 mins)**

Summary: | Next Steps:
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☐ **Rock Review (Check-in on our goals / Metrics Review / 5-10 mins)**

Summary: | Next Steps:
_____ | _____
_____ | _____
_____ | _____

☐ **IDS (Identify, Discuss and Solve - Follow-ups / All / 30-40 mins)**

Summary: | Next Steps:
_____ | _____
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☐ **IDS Cont / Questions to ask: What obstacles could arise in the next quarter that prevent us from achieving our goals? Blockers? How are we tracking against our goals?**

Summary: | Next Steps:
_____ | _____
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☐ **Conclude ([person responsible]/ Next Steps / 5-10 mins)**

Summary: | Next Steps:
_____ | _____
_____ | _____
_____ | _____

☐ **Post-meeting ([person responsible] / Email follow ups and post meeting notes to Shared drive)**

Summary:

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_____

Next Steps:

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