

## **Working Group Meeting Debrief**

Following each working group meeting, it is important to set aside some time to reflect on the meeting to distill key points, learnings, and next steps. This reflection should include thinking about the following items to help you synthesize the meeting for various audiences.

For internal planning purposes:

- Reflect on how you felt overall after the meeting. What worked well? Where did concerns arise?
- Initial impressions of what next month's meeting agenda might look like (i.e., topics we didn't get to, burning issues that arose, guest speakers that were requested, next steps for discussion that came up). This should include a topic, objective, speaker, time allocated, etc.
- The specific next steps the backbone staff needs to take in the next month to advance this WG's work (i.e., research, interviews, data to collect)

## **Follow-Up Communications**

Within a week of meeting, working group leaders/facilitators should:

- Email recap to working group members with thanks, next meeting date, homework, materials, etc.
- Contact those who didn't attend or may need follow-up

Recap email should include (see template below):

- Key discussion points and decisions made
- Next steps for (1) homework assignments for WG members and the backbone staff between now and the next meeting and (2) what we may cover in the next meeting (i.e., draft agenda)
- Any other reminders that are critical (e.g., community events, webinars, etc.)

## Working Group Meeting Follow-Up Email Template

<b>To</b>	
<b>Cc</b>	
<b>Bcc</b>	
<b>Subject</b>	

Dear XXX Working Group members,

Thank you so much to all of you who attended our last meeting. Below please find the key points discussed, decisions made, questions and requests for the Steering Committee, and next steps. There is also a more detailed list of meeting notes at the end of the email. The meeting materials are all attached to this email. As a reminder, our next meeting will be on XXX at XXX in location XXX.

### **Key topics discussed and decisions**

- We discussed the viability of XXX strategy in light of XXX. The group decided to investigate the trends in XXX and have conversations with XXX before moving forward with the strategy. We will be discussing this topic further during our next meeting.
- Small groups crafted 3 potential policy opportunities at the state level to pursue in 2017. These included XXX, XXX, and XXX. The group decided to pursue XXX as a “quick win” opportunity with significant momentum within the legislature this cycle.

### **Requests for Steering Committee/Backbone Support**

- The Working Group is asking the Steering Committee/Backbone for introductions to XXX and XXX to help with the policy opportunity described above.

### **Next steps**

The following Working Group members volunteered to take on “homework” assignments to help answer questions that came up during the meeting:

- XXX will be researching XXX. She will share high-level findings with us during next month’s meeting.
- XXX will bring some data on XXX to facilitate our conversation about XXX.

Later this month you will receive the following items as inputs to meeting #\_:

- Prereads
- Draft final policy XXX
- XXX annual report data to analyze together during the meeting

We are so excited to have all of you engaged in this important work. Please don’t hesitate to reach out if you have any questions.

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# UC San Diego

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Warm regards,

*Names of Working Group co-chairs*

[Insert high-level summary of meeting notes at the bottom of the email]

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