

Sample Upward Mobility Findings Community Vetting Meeting Agenda

This sample agenda can be used to host an Upward Mobility Findings Presentation to community members.

Date:

Time:

Location:

Accessibility accommodations:

I. Welcome, Agenda Overview, and Goal-Setting

Welcome participants to the meeting and thank everyone for sharing their time and expertise. Provide a high-level overview of what will happen at the meeting and share what the intended end goal is for the meeting: for community members to hear the full set of findings gathered from the various data-gathering methods and have a final opportunity to seek clarification or make additions to what was gathered. Let them know that someone will be taking notes and that they can share their contact information if they would like to receive a written copy of the final summary report. Inform them of any confidentiality protocols you have in place and whether their names will be written down when they participate today.

II. Upward Mobility Findings Presentation (keep to less than 20 minutes)

Two options for facilitating:

1) Use slides to present summaries of the upward mobility findings,

OR

2) Hang posters around a room with the findings and let people walk around themselves in a ‘Data Walk’ format. Participants can be given sticky notes to either ask questions about the information or add an additional insight.

Remember to present the data-gathering methods that were used to gather the findings and a summary of who was involved in this effort. This is also a great place to ask partners to play a role, especially if they were engaged in leading part of the data-gathering efforts.

III. Discussion and Q&A

Offer a chance for attendees to ask clarifying questions about what they’re seeing. If someone is questioning the validity or accuracy of the data, don’t get defensive—instead ask them why, based on their community’s experience, they don’t believe the data to be true. Host a discussion among the participants about what is there. Here are some sample questions:

- Do these data represent your community’s experience? Why or why not?
- Is this surprising? Why or why not?
- Is there something you would add to what we have here that you feel represents your community’s experience?

- What else would you want us to know about _____ that we haven't already captured?

IV. Close Out, Thank You and Next Steps

Thank the participants for coming. Tell them what will happen with the findings and the additional information that you gathered today and what the Mobility Coalition's next steps are. Tell them how you plan to share a copy of the findings with them and collect contact information if people would like to receive your final summary report. Let people know about what future opportunities there are to engage with the work. Make sure that service providers are present to offer people information about services or answer specific questions as they leave.