**Reflection Diary**

## [Purpose](#_[Name_of_Chapter)

To reflect on what the team has achieved, what has gone well, and what might need to change before starting the next section. It serves as a guidepost for going through the tool and documentation for future work. There is an opportunity for reflection at the end each of section of ERB. It can support inclusive and positive team dynamics, address cross-cultural differences, and improve the final resilience plan. It can also help the core team and others identify near-term actions they can take based on what they have experienced thus far.

## What you will need

**Who:** Core team, any invited participants. Roles to assign are activity lead (facilitator) and recorder (notetaker)

**Where:** In-person or virtual meeting

**How long will it take:** Half an hour to an hour, depending on whether the questions are shared in advance and how much the team has to say.

**Materials:** this document, which contains a set of questions for each section of the tool

## Instructions

1. Gather the core team and any invited participants.
2. Share the list of questions with everyone and give them time to think of responses.
3. The activity lead facilitates a discussion based on the questions. This facilitator might need to help the group address potentially sensitive issues. For example, one person feels left out of decisions or there is tension over how team members define terms.
4. The recorder takes notes in this document, making sure to avoid writing down sensitive information and checking with everyone to see if they’re okay with what’s being included.
5. The recorder saves this document in ERB or a file location of their choosing.

## Plan Your Project Questions

## Is the core team representative of the community?​

## What else can we do to enable everyone on the team to participate?​

## Are there key expertise gaps to fill on the team to meet our goals?​

## Does anyone on the team have issues or concerns that they would like to be addressed?

1. Do we want to change the project plan, core team, and initial goals? If so, how? Do we need to consult with anyone else to do this? Who on the team is responsible for making these changes?

## What to Do Next

* Save this document in the ERB tool or a file location of your choice
* Adjust your team’s approach, as needed, based on what was discussed
* Head to the next section of ERB

## Engage Your Community Questions

1. What is the biggest thing that surprised you about community connections?

1. How have you addressed barriers to participation in your engagement plan?
2. What went well as you began community engagement?
3. What challenges arose in engagement and how can you work to overcome them?
4. What are some actionable next steps your team can take now to address challenges and concerns you noted? Who will be responsible for responding to them?

## What to Do Next

* Save this document in the ERB tool or a file location of your choice
* Adjust your team’s approach, as needed, based on what was discussed
* Head to the next section of ERB

## Assess Hazards, Equity, and Resilience Questions

**Workshops**

1. What were the most successful parts of the workshops, and why?

1. How well do you think you did at breaking down barriers to participation?
   1. How representative was participation?
   2. How engaged were participants?
   3. Did the workshop provide short-term benefits to participants?
2. If the team plans to host future community workshops
   1. What went well that you would want to replicate in the next workshop?
   2. What will you do differently to reduce challenges experienced in this workshop?
   3. Who will be responsible for overseeing these changes?

**Assessment**

1. How did you center local knowledge and perspectives as the foundation for your assessment? What did you do that contributed the success of these efforts?
2. What data challenges did you encounter and how did you overcome them?
3. What were some unexpected things you learned about hazards, equity, and resilience?

1. Based on what you’ve learned, do any changes need to be made to the project plan, goals, team membership, engagement plan, or anything else? Who will be responsible for overseeing any necessary actions or modifications?

## What to do next

* Save this document in the ERB tool or a file location of your choice
* Adjust your team’s approach, as needed, based on what was discussed
* Head to the next section of ERB

## Strategize Actions Questions

1. Do you feel that actions identified and discussed in the workshop are the right ones for moving forward with? How do they represent key community concerns and equitable resilience issues and align with your initial goals?
2. Were there any concerns or disagreements in the workshop that you need to follow up on? If so, how will you follow up and who on the team will be responsible for doing this?
3. What did you learn in the workshop that you need to consider moving forward?

## What to Do Next

* Save this document in the ERB tool or a file location of your choice
* Adjust your team’s approach, as needed, based on what was discussed
* Head to the next section of ERB

## Move Forward Questions

1. What are the things you want to remember from the ERB process?
   1. Successes?
   2. Challenges?
2. What were the lessons learned?  How can you apply these to your other work or community life?
3. Do you feel ready to take action? If not, what else do you need?
4. Were you able to achieve your personal or organizational goals for serving on the core team?
5. How does the resilience plan reflect the input of participants in the workshops?

## What to Do Next

* Save this document in the ERB tool or a file location of your choice
* Go back to the Document Your Project page in ERB
* Good luck with implementing your resilience plan!