**TOOL**: Debrief Questions after a Research Meeting

Use these questions immediately after your meeting ends with everyone who was in the meeting

* What happened?
* What went well in the meeting?
* What was surprising?
* What did we learn?
* What do we want to plan to do next?
* What would we do differently next time?

Share learning with your whole caucus group:

Use these questions to guide your conversation with your caucus group

* What happened?
  + Who
  + What
  + When
  + Where
* What did we learn?
* What questions do the people who weren’t able to go to the meeting have?
* What do we know now about what the problem is?
* What do we know now about what policy is leading to our problem?
* What questions do we have now?
* Who can we talk to next to answer our questions?
* Make another appointment for another research meeting

**TOOL: AGENDA**

Date: Time: Location:

Topic:

People Attending:

1. Introductions
2. Purpose of Meeting: To Understand [Current System/Policy]
3. Testimony about why this problem matters
4. How did you get to where you are today?
5. Why? How? Has it always been this way?
6. Who else should we talk to about this topic?
7. Thank you

**TOOL: Pre Meeting Checklist**

* Define the Problem
* Know WHO we want to have a research meeting with
* Know WHEN and WHERE the meeting will take place
* Know WHO from your team will be present
* Know WHAT questions you need to ask
* Write the agenda
* Assign Roles
  + Chair
  + Timekeeper
  + Person to share testimony
  + A different person for each question
* Plan for
  + Childcare
  + Interpretation
  + Rides
* Practice the whole meeting
* WHO will do reminder calls the day before?