

City Team: _____

☐ List of goals received (Slack)

☐ List of participant names received (Slack)

City-team roles defined

Facilitator(s): _____

Note taker(s): _____

☐ Participants know their demographic: _____

Kick-off statement(s)	
Use of follow-up questions	
Focus on behaviors; frustrations (not product usage)	
Facilitation of group dynamics	

Time (15 minutes): _____