# Meeting Planning

Worksheet RBR002

This Worksheet is designed to help you schedule your session date and planning meetings. We recommend that you complete this Worksheet in the first meeting and refer to it at the beginning of each meeting. The resources column indicates the Worksheets designed for each meeting to support you in your discussions.

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| Meeting | Topic | Time | Resources | Next Meeting | Meeting Date |
| 1  Includes  Administrator | First Steps | 1.5 hour | * RBR002 * RBR003 | 3-5 days later |  |
| 2 | Review Materials | 1 hour | * RBR002 * RBR004 | 5-7 days later |  |
| 3 | Forming Our Session | 1.5 hours | * RBR002 * RBR004 * RBR005 * RBR006 | 3-5 days later |  |
| 4 | Planning Session 1 | 1.5 hours | * RBR002 * RBR006 * RBR007 * RBR008 * RBR009 | 3-5 days later |  |
| 5 | Planning Session 2 | 1.5 hours | * RBR002 * RBR006 * RBR007 * RBR008 * RBR009 | 3-5 days later |  |
| 6 | Practice | 1 hour | * RBR008 | 3-5 days later |  |
| 7 | Session Arrives | 1 hour | * RBR008 * RBR011 * RBR012 | 1 day after session |  |
| 8 | Debrief – Part 1 | 1 hour | * RBR008 * RBR010 * Evaluations | 3 - 5 days after session |  |
| 9  Includes  Administrator | Debrief – Part 2 | 1 hour | * RBR008 * RBR010 |  |  |

YouTube videos: <https://www.youtube.com/channel/UC9zqu513DgytE8UBLjWo05w>

NOTES:

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