

## Meeting Overview

### Overview of R&D Community Building Session

#### **Day One:**

- Opening and welcome: Total Group
- How we got here—the overall goal: Total Group
- **Ice Breaker: Your recommendation, the objective, and which team grouping to use.**  
(purpose of the Ice Breaker is to create specific ground rules for effectiveness and set the tone for full participation and open communication)
- Total Group debrief of exercise
- Instructions for completing survey questionnaires—individual time to complete questionnaire

#### Lunch

- **Review results of the questionnaires (Recommend team groupings for this activity.)**
  - What made sense?
  - What questions do you have?
  - What is surprising?
  - Stop-continue-start charting
- **Sharing across teams/groups (Recommend team groupings for this activity.)**  
Begin Nominal Group Technique process for identifying themes and setting priorities.

Day One End: What have we learned?

#### **Day Two:**

Continue Nominal Group Technique process for generating themes and setting priorities.

The Key Themes & Key Priorities – A Summary presentation

- **Assign “task” teams to further develop ideas and identify potential next steps**

Working Lunch in teams

Presentation of potential next steps or actions by each team to the overall community

Day Two End: What have we learned?

#### **Day Three**

Continue Presentations.

- **Smaller group meetings where individuals develop and share PERSONAL COMMITMENTS: What will I do differently as a result of attending this community building session? How will we put this all to use? (Recommend team groupings for this activity.)**

Day Three End: Evaluation—What went well that we should continue? What would we do differently the next time?