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**Needs and Assets Assessment Kick Off Meeting**

**Planning Checklist**

To begin the planning process for the needs and assets assessment, it is important to have a kick off meeting with a representative group of interest holders. This group will help set specific goals for how you plan to engage 75 to 100% of students, staff, families, and community members in the needs and assets assessment. Use this checklist to ensure the meeting is productive and that there is equitable engagement of members in the planning process.

| **✔** | **For our Kick Off Meeting, we have a plan for:** |
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|  | **Sufficient Time**  Schedule a meeting several hours in length. A half or whole-day is preferable with a Saturday or non-school day being most conducive. |
|  | **Valued Participants**  Ensure participants are valued for their time. Consider getting a meal donated from a local restaurant, use Title I funds to compensate staff for extra hours, etc. |
|  | **Collaboration Space**  Set up your meeting room in a way that is conducive to group brainstorming. A circle or u-shape is best as it allows all members to see and engage with each other. |
|  | **Community Agreements and Meeting Norms**  Consider co-creating community agreements and meeting norms at the beginning of the session. Include multiple ways in which team members can reflect, learn, and share their ideas and thoughts. |
|  | **Note Taking**  Ensure that there is a system for taking notes at this meeting. Consider projecting notes (live noting), and consider having someone assigned to note taking. |
|  | **Community Building**  Create a meeting agenda that includes ample time for introductions and community building amongst team members. |
|  | **Background Information**  Assemble packets of background materials for the group, including a Needs and Assets Assessment Plan template, sample, and existing data. |