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Description automatically generated**Meaning Making Session Agenda Example**

**Date**

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| **Time** | **Item & Notes** |
| **10 minutes** | **Welcome, teambuilding, & norms**  Welcome everyone to the conversation, lead an icebreaker or other beginning-of-meeting activity, and share norms for this conversation. |
| **5 minutes** | **Data collection recap**  There may be people who don't know (or are less familiar with) why you collected data, how you did it, and what you did with it before bringing it to the meaning-making discussion. Share those details at a high level. |
| **10 minutes** | **Present themes**  Share information about this session’s purpose: What do you plan to do with the data/themes and why do you need this group’s support in making meaning of the data? Then present the themes you found during data analysis. The depth of information you share will depend on the extent to which you want to draw conclusions about the data, what activity you ask participants to complete, and how you plan to use what comes out of this discussion. |
| **20 minutes** | **Meaning-making activity**  Complete an activity to make meaning of themes you found in the data. If your group is larger than four people, we recommend breaking people into small groups for this activity to give everyone a chance to be actively involved and speak. We will provide example activities below.  You may also want or need multiple rounds of one activity—or two activities that build off each other—to get what you need from this meaning-making discussion. |
| **10 minutes** | **Debrief**  Give everyone (or every group, if you broke into small groups) an opportunity to share a reflection. You could pose a question such as, “What is one thing you learned?” or, “What is one thing you’re taking away from this conversation?” |
| **5 minutes** | **Wrap-up & next steps**  Share how you will use results from the meeting and when you will next share information with the group about this process. |