**Getting Input:**

**Sample Questions for Meeting Planning**

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[Greeting]

As you know, I am putting together the agenda for our upcoming meeting.  To make the most of everyone’s time and to ensure we cover the key areas, please take a few minutes to share your thoughts on the questions below:

Current State

* *What is going well on the [effort] right now (e.g., strategy, processes, relationships, etc.)?*
* *What may be limiting or getting in the way of progress?*

Meeting Goals and Priorities

* *What would be a good use of participants’ time during the meeting?*
* *What would meaningful progress look like coming out of the meeting (e.g., changes or steps forward)?*
* *What longer-term changes (3-6 months) would you like to see happen as a result?*

Preparation

* *To prepare for the meeting, what would be helpful for you to have or know in advance?*

*Note: In some cases, to ensure the most candid responses, it may be helpful to have people return their answers to someone outside the group – an outside facilitator or neutral third party.*