

**Circular Economy Working Group: Meeting 4**  
**Thursday, March 12, 2020**  
**1:00pm-4:00pm**  
**St. Pauls Bloor Street**  
**227 Bloor Street East**

**The meeting was called to order at 1:00 pm**

**Welcome, Agenda, Full Room Introductions**

**Jason Diceman**, City of Toronto, Public Consultation, welcomed the group and reviewed the meetings objectives. Jason reminded members to fill out the Alternate Application form, if applicable, fill out the member profile and told members that they can bring materials to meetings. Jason Diceman welcomed observers in attendance and directed attendees to do a RoundTable introduction. Jason Diceman reviewed the terms of reference and directed members to do their GROW goal check-ins.

**Presentations by Circular Economy and Innovation Staff**

**Procurement and Circular Economy**

**Meaghan Davis** provided an update about the unit's work with the Procurement and Materials Management Division to develop a framework to explore how circular economy principles can be incorporated into procurement contracts. The City spends approximately \$2 billion dollars a year on goods and services. We hope to influence businesses through procurement to adopt circular economy principles. We are also engaging in pilots to develop approaches for the City of Toronto.

**King Street Parklets Pilot**

**Meaghan Davis** described the pilot with Transportation Services. Circular economy principles were incorporated into the call document for this year's King St Parklets. Proponents were encouraged to include circular economy principles and gained extra points for doing so. This allowed Solid Waste Management Services to assess how the art and design community can respond to requests for circularity (market readiness) and how we can reduce waste in public installations. Twenty-one submissions were received, and they all included circular components. As a requirement, proponents had to describe how they would manage the end of life of the installation.

**Baselining Study with the David Suzuki Foundation**

**Sinead Murphy** provided an update on the Circular Economy Baselining Study. The City of Toronto has engaged the David Suzuki Foundation and Circle Economy to do a landscape analysis to evaluate the existing economic, environmental, social and policy conditions related to the current state of circularity in Toronto. They will also complete a baseline circularity analysis, which will include a material flow analysis of three key sectors and a business-as-usual analysis, which will forecast the 2030 future of those three sectors if nothing changes. Additionally, they will provide focus areas and high-level next steps that will help transition Toronto to a circular economy. Staff from divisions across the City of Toronto met in February to gather information and inputs. Approximately 30 City staff participated in the event, representing 16 different divisions across the Toronto Public Service. The Toronto and Region Conservation Authority

also participated. Something important to note is that there is considerable alignment between City Council's aspirational goals to transition to a circular economy and other City of Toronto division's goals for sustainability. We would like to identify opportunities for CEWG to participate in the validation of findings.

## **World Circular Economy Forum**

**Meaghan Davis** provided an update on the World Circular Economy Forum, which the Government of Canada and Sitra, the Finnish Innovation Fund, are hosting in Toronto from September 29, 2020 to October 1, 2020. The World Circular Economy Forum will bring together global business leaders, policy makers, and experts to accelerate the transition toward a circular economy and achieve the United Nations Sustainable Development Goals. The City of Toronto is working to determine how it will participate in the forum. We will share information with CEWG members as it is made available to us.

## **Question and Answer**

**Jason Diceman** moderated the question and answer period.

**Question:** Will the results of the research with the David Suzuki Foundation be made public?

**Meaghan Davis:** Yes, when the study is complete. We will let the members know when it's available.

## **Introduce to Pitches**

**Meaghan Davis** introduced the Pitch Idea

As presented, one of the original objectives for CEWG was to explore how circular economy is evolving in member organizations, and to develop actions for members to take back to their own initiatives. The City intends to facilitate more action-focused meetings. At Meeting 3 (November 14, 2020), members were invited to submit ideas and a meeting was held in January with those who were interested in pitching to discuss the plan and receive feedback on the proposed activity and meeting structure.

**Meaghan Davis** reviewed the CEWG Action Plan for year two (see slide 16).

- Meeting 1 – Share pitch ideas and get input to enhance initial pitches
- After Meeting 1 – The Project Leads (who want to move ahead with their project with CEWG) will incorporate the feedback they received into a project charter.
- Meeting 2 - The detailed project plans will be presented again and developed more with members
- After Meeting 2 - All members will be asked to evaluate the pitches that were presented to narrow down the number to three projects that will be the focus of future meetings.
- Meeting 3 – Groups will develop a detailed action plan for the projects.
- Meeting 4 - Reflection and planning for next steps
  
- Note: Members may self-organize between meetings to support planning and development of project charters. Project leads are responsible for completing the homework either individually and/or collaboratively in-between meetings.

**Meaghan Davis** explained that the meetings will not focus only on the projects and that there will still be an opportunity to provide feedback on City programs and policies and guest speakers will present at meetings.

**Meaghan Davis** described the Project Charter Development Process. As explained, the project charter helps to ensure that all project team members understand the scope of the project. Completing a project charter provides an opportunity to reflect on and articulate objectives, the barriers you might face, how you'll manage those challenges, and who might be impacted by or have an interest in your work.

**Meaghan Davis** described the Project Evaluation Process and Criteria. As described, following the meeting in June, members will receive final project charters and rank each project. This will allow City staff to narrow down which projects CEWG members will focus on and what resources will be provided in meetings. We will ensure sector representation is balanced among projects that are selected. Project leads will be notified following the evaluation if their project will move forward.

**Meaghan Davis** discussed resources available for the project leads. The purpose of this initiative is to give space for CEWG members to work collaboratively and develop community-led action to support a circular economy transition. The City of Toronto will not own, endorse or fund any of the projects that CEWG initiates. The City of Toronto will not commit to implementing any policy or program recommendations brought forward through the initiative.

- The City of Toronto can provide:
  - Space during regular CEWG meetings for project discussions and member feedback.
  - Where possible, help to secure meeting rooms for members that need a space to work on their projects.
  - Where appropriate, help to obtain input from City subject matter experts on concepts and/or answers to questions about an industry and/or operations.
  - Guidance on project management tools to help build out ideas and concepts

**Meaghan Davis** described the possible funding sources that project leads can apply to, including Waste Reduce and Reuse Grants, Neighbourhood Climate Action Grants and Green Market Acceleration Program.

### **Question and Answer**

**Jason Diceman** moderated the question and answer period.

**Question:** Can other people, whose project wasn't selected, access resources from the City as well?

**Meaghan Davis:** We suggest that you ask us about the availability of resources and we will let you know.

**Question:** Will we work on all of the projects?

**Meaghan Davis:** Members will evaluate the pitches after the second meeting. Project Leads can take feedback and incorporate it into the project charter.

### **Presentations and Solution Circle**

**Jason Diceman** introduced the activity to the group. He explained that 12 people will present, and each will have three minutes and explained the Solution Circle process. Solution Circles are an inclusive problem solving tool that assumes any community has the capacity to help if asked. The greater the diversity in the team the better. Each presenter will have a 30 minute feedback opportunity, and we are targeting to have five to nine people providing feedback to each presenter at each table.

## 12 Members presented

	Name	Idea
1	Wai Chu Cheng	Increase the number of people in the repair movement
2	Victoria Ho	Repurpose industry scraps, off cuts, deadstock, end of rolls
3	Shirin Karoubi	Push the life cycle assessment market forward
4	Sarah Margolius	How to scale efforts to reuse and repurpose costumes, set materials, props, and equipment from Toronto's film industry
5	Lindsay McDonald	Build an open and interactive map <i>making visible</i> the inputs and outputs of industry and activity to everyone.
6	Leah Barrett	Design - Connect - Certify
7	Katie Motta	Accelerate circular and inclusive business models
8	John Ashbee	Build a neighbourhood organics processing facility
9	Ivan Wadgyrmar	Increase the number of zero waste restaurants
10	Hélène St Jacques	Promote reuse/reselling of textiles within the charitable sector yielding triple bottom line benefits.
11	Hazel Sutton	Help building managers integrate principles of circularity into operations and day-to-management
12	Alison Creba & Emilia Hurd	Cultural Landscape analysis of Toronto's Urban Metabolism

After the presentations, members selected a table and provided feedback for each of the projects. Everyone provided feedback on three projects. Those that presented provided feedback on two projects.

Please refer to the Project Charters for the notes developed for each project.

There were no member announcements.

**Jason Diceman** wrapped up the meeting, reminded project leads to fill in the project charter, reminded members to fill out Alternate Application if applicable and reminded members to fill out member profile. He indicated the next meeting will be June 23, 2020.

The meeting was adjourned at 4:00pm.

## Attendees

Alison Creba  
 Caroline Brooks  
 Emilia Hurd  
 Hazel Sutton  
 Helene St. Jacques  
 Ivan Wadgyrmar  
 John Ashbee  
 Katie Motta  
 Keir Brownstone

Kelly Drennan  
Kiera Toffelmiere  
Leah Barrett  
Lindsay Macdonald  
Lisa Sloan  
Lori Andrews  
Neil Menzes (for Joeseeph Hruska)  
Rodney Yip  
Sarah Margolius  
Shirin Karoubi  
Sophi Robertson  
Steven Bourne  
Vanessa Farquharson  
Victoria Ho  
Wai Chu Cheng

**City Staff**

Emily Marmoreo, Senior Project Lead  
Jason Diceman, Senior Public Consultation Coordinator  
Kathy Raddon, Project Lead  
Meaghan Davis, Acting Manger  
Sinead Murphy, Senior Project Manager  
Sumantra Datta-Ray, Senior Engineer

# Circular Economy Working Group

Meeting 4 | Thursday March 12, 2020 | St. Paul's Bloor Street

**Optional Zero Waste**

**Brown Bag Lunch**

12pm – 1pm

**Meeting**

1pm – 4:30pm



# Agenda

Time	Item
12:00	Brown Bag Lunch – informal networking
1:00	Welcome & Introductions
1:10	GROW Goals partner check-ins
1:20	Update: Circular Economy Innovation Unit
1:45	Idea Pitch overview
1:50	Idea Pitch!
2:30	BREAK
2:45	Idea Enhancement Session 1
3:15	Idea Enhancement Session 2
3:45	Idea Enhancement Session 3
4:15	Wrap Up & Next Steps
4:30	Meeting Adjourns

# Meeting 4 Objectives

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1. Provide an update on key CEI initiatives:
  - King Street Parklet Pilot
  - Circular Economy Baseline Study
  - World Circular Economy Forum
2. Initiate member idea pitch forum and provide structured opportunity for feedback and to develop projects
3. Convene an interactive meeting including informal networking and member-to-member activities



# Reminders

## **Alternate Application**

- 16 complete – thank you!
- 7 incomplete – speak with Emily at the break regarding missing information

## **Member Profiles**

- 10 member profiles complete so far – thank you!
- Can be viewed online – link and password to be emailed after the meeting

## **Sharing Table**

- Members are welcome to bring materials to share at meetings.
- Please remember to clean up/take home any leftover items when the meeting ends.

# Roundtable Introductions

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Name - Affiliation

# Terms of Reference

## Overview

In July 2016, City Council adopted the Long Term Waste Management Strategy, including the recommendation that:

*A Circular Economy Waste Reduction Advisory Group will be established to provide input into ongoing waste reduction planning processes, specifically those identified in the Waste Strategy. This Advisory Group will support the City's efforts to reduce waste and support innovation, with a specific focus on the development and implementation of efforts that support a circular economy.*

Members of the committee are expected to:

- Share their experience and knowledge in achieving circularity within their organizations and commit to continuous learning, promotion of circular practices and opportunities, and capacity building within Toronto
- Participate in group activities, and provide honest and constructive feedback to peers
- Provide expertise-based input into the City of Toronto's circular economy program, planning, and research documents when requested
- Represent their sector or organization's perspective at key program planning stages as Toronto moves towards becoming the Province's first circular city
- Liaise with City Staff in Solid Waste Management Services and potentially other City divisions, on the development of initiatives and programs that support a Circular Economy and the adoption of circular practices
- Consider matters relevant to the delivery of Solid Waste Management programs when requested
- Promote and share information on relevant Solid Waste Management programs and issues when requested
- Comply with this Terms of Reference document

# Terms of Reference

The membership term of the Group is from 2019 – 2021, and will meet approximately four (4) times a year. Members may be expected to participate in smaller working groups and workshops as necessary, with variable time commitments up to 10 hours per month.

Each meeting is expected to last approximately three (3) hours, held during the day, at a central venue accessible by public transit.

Group members are expected to commit to making time to participate in all meetings.

## **Alternates**

All group members must establish an alternate to represent them when unable to attend a meeting.

- Invitations and follow up materials will only be sent to the member.
- The member and alternate are expected to liaise pre/post meeting to share necessary information.
- If a member misses two (2) consecutive meetings without sending an alternate their membership will be evaluated and may be revoked.
- If an alternate attends more than 50% of yearly meetings, membership will be transferred from the member to the alternate.

**Observers:** Non-Group members may attend meetings as observers, if space permits. Observers are expected to listen and do not receive copies of meetings materials or participate in discussions or activities.

# GROW Goal Check-In

**What was your circular economy GROW goal?**

**Goal – Reality – Options – Way Forward**

What's happened since the last meeting?

What challenges are you facing?

What's next?

1. Review your workbook notes.
2. Find a partner and update each other on where you're at.

(10 minutes total, 5 minutes/person)

# Applying Circular Economy Principles at the City of Toronto



- Reduce our reliance on non-renewable natural resources and limit our carbon footprint.
- Maximize the use of resources (think reduce, share, repair, reuse, and recycle).
- Redesign our processes to reduce waste or and, where possible, regenerate natural systems.

# Changing How We Do Business

## Circular Procurement Framework and Implementation Plan

### Vision

Develop a strategy for City procurement to drive waste diversion through the Circular Economy

Over a two-year period, the City of Toronto will leverage the City's purchasing power and drive waste reduction, economic growth, and social prosperity through a circular economy approach.

### Core Area Impacts

#### Environmental

Co2 savings  
Waste diversion

#### Economic

Cost savings  
Job creation

#### Social

CE Capacity-building  
Asset sharing activities

Through Pilots, the CE Framework will enable the City to achieve the following goals:

### Framework Goals

More City goods & services with:

- Non toxic materials
- Lower GHG emissions
- Less raw materials
- Regenerative by design

More City contracts that consider:

- Full Lifecycle impacts
- Maximum Resource potential
- Maximum utility of goods/services

Re-examination of City contracts through a CE lens, including:

- Updating the City's existing Environmentally Responsible Procurement Policy to include CE

Implementation of the CE Framework will involve the following key strategies /objectives:

### Framework Implementation

Apply CE Principles to Pilot Procurements

Enhance CE Sector Development & Supplier/Vendor Engagement

Enhance the CE Capacity of City Staff

Identify & refine CE Procurement KPIs

Share CE Procurement Case Studies and Best Practices

# Transportation Services Temporary Parklets

## Circular Economy “Encouraged” Parklet Components:

1. *Transport, packaging, and/or installation that minimizes waste*
2. *Planning for the repurposing, donation, and/or recycling of parklet at end of use*
3. *Sustainable material selection and sourcing (for example recycled content, refurbished or reclaimed materials, materials from a local supplier)*
4. *Design for circular system improvement (for example renewable power feature, vegetation or green infrastructure, social benefit)*

### ATTACHMENT 8.2: TEMPORARY INSTALLATIONS AND THE CIRCULAR ECONOMY

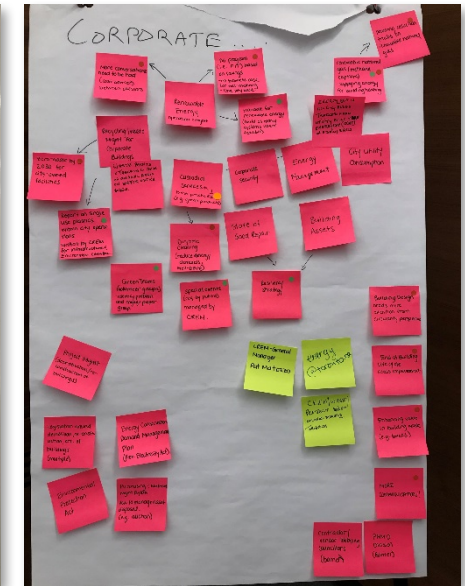
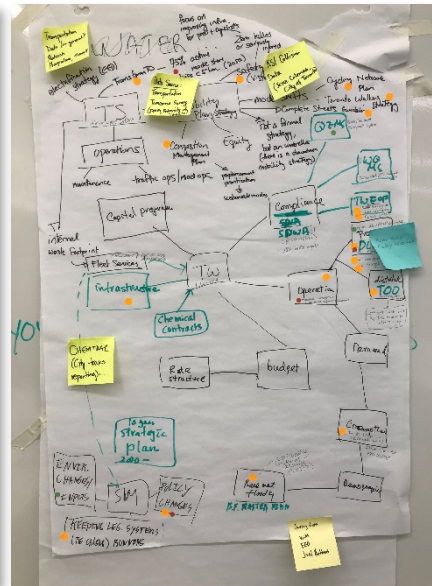
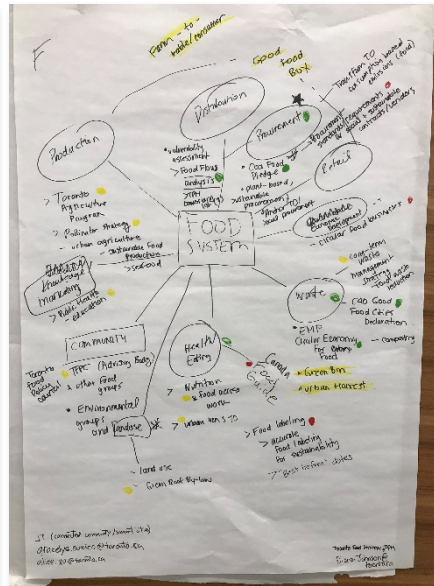
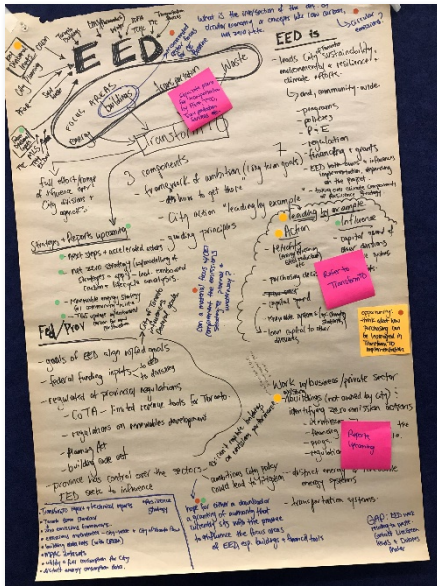
#### 8.2.1. CIRCULAR ECONOMY OVERVIEW





# Circular Economy Baseline Study

- Cross-divisional kick-off event on February 12<sup>th</sup> to ensure research directions reflect a broad scope of opportunities and constraints across City Divisions.



# World Circular Economy Forum 2020

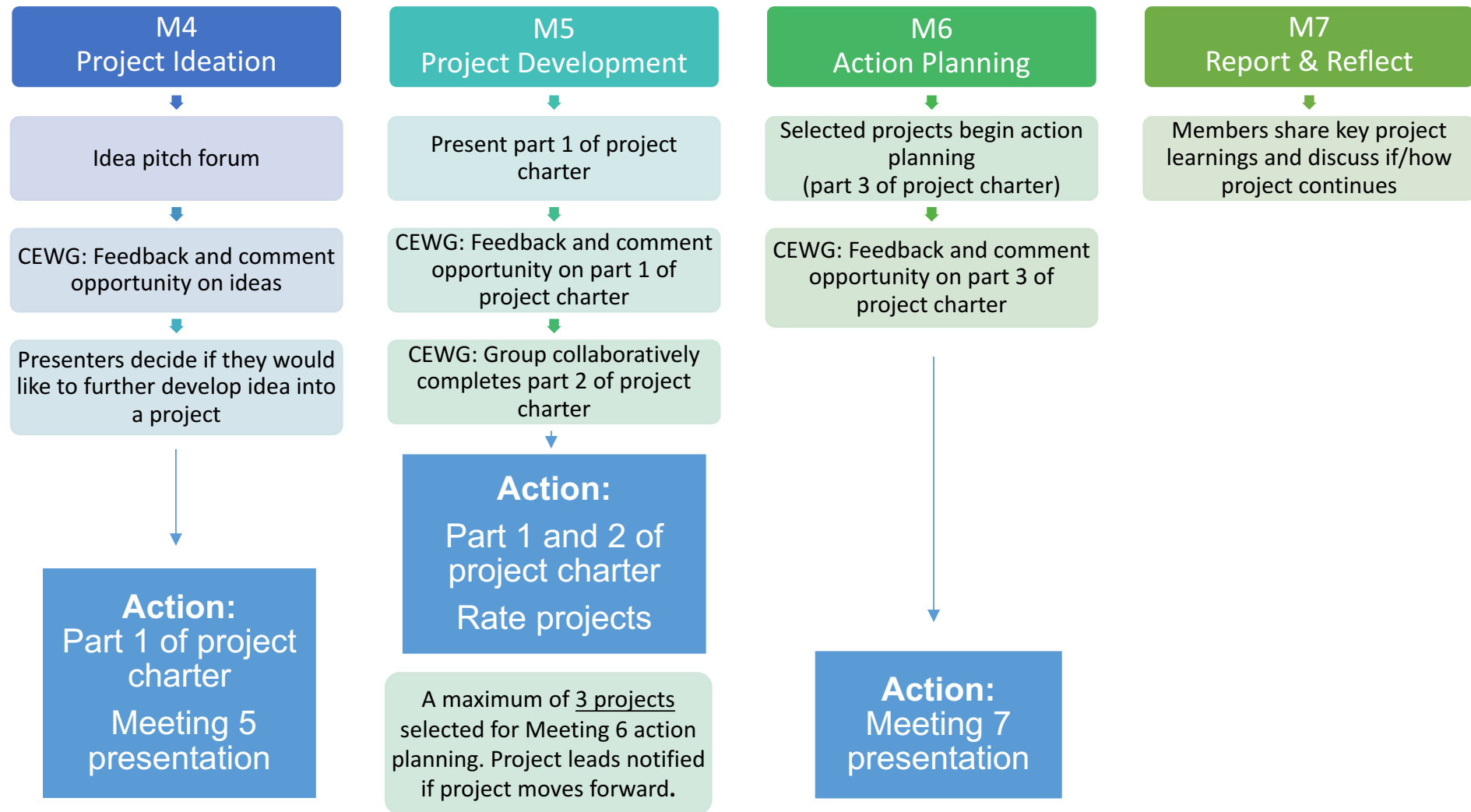


# Questions?

# Idea Pitch Background

- In Year 1, some CEWG members told City Staff that they would like to develop and receive support on specific projects through participation in the CEWG, contribute to subgroups, and/or have more action focused meetings.
- At Meeting 3, members were invited to submit ideas to be pitched in Meeting 4.
- Staff and members (who expressed interest in subgroups or the Idea Pitch) met on January 30, 2020 to discuss and receive feedback on the proposed activity and meeting structure.
- Goal is to meet CEWG Objective 2:  
*To increase the capacity of CEWG members to help enable the circular economy transition in Toronto through industry-specific leadership.*

# Idea Pitch Flow Through Year 2 Meetings



# Project Charter Development Process

<b>Part 1</b> <i>M4   Today   Project Ideation</i>	<b>Part 2</b> <i>M5   June 23<sup>rd</sup>   Project Development</i>	<b>Part 3</b> <i>M6   Sept 16<sup>th</sup>   Action Planning</i>
<p>A. Project Title</p> <p>B. Project Summary</p> <ul style="list-style-type: none"> <li>Overarching goal(s) and objective(s)</li> <li>Deliverables that will help achieve goals and objectives</li> </ul> <p>C. Benefits/Opportunities</p> <p>D. Challenges</p> <p>E. Assumed Resources</p> <ul style="list-style-type: none"> <li>What's required to make this happen?</li> <li>Where will it come from?</li> </ul>	<p>G. Scope</p> <ul style="list-style-type: none"> <li>In scope</li> <li>Out of scope</li> </ul> <p>F. Stakeholders</p> <ul style="list-style-type: none"> <li>Interests and needs</li> </ul> <p>G. Goals, Objectives and Performance Measures</p> <p>G. Managing Project Challenges</p> <ul style="list-style-type: none"> <li>Consider "what if..."</li> <li>How could you manage any challenges?</li> </ul>	<p>F. Core Project Team</p> <ul style="list-style-type: none"> <li>Who is involved?</li> <li>What are their roles?</li> </ul> <p>I. Project Timelines</p> <ul style="list-style-type: none"> <li>Stages of work to meet goal</li> <li>Actions required in each stage</li> </ul> <p>J. Project Resources</p> <ul style="list-style-type: none"> <li>Resources needed to implement the project</li> <li>Budget</li> </ul>



# Project Evaluation Process and Criteria

## 1) Project charters are scored by members (30 points)

Do you think the project can be realistically completed by December 31, 2021?	0 – n/a 1 – Strongly disagree 2 – Disagree 3 – Neither 4 – Agree 5 – Strongly agree
Do you think the project will have a positive social, economic and environmental impact?	
Do you think that there will be potential challenges that will limit the success of the project?	
How relevant do you think the project is in enabling a circular economy transition in Toronto?	
I will participate in the development of this project	0 – no 5 – yes
I would be proud to see the Circular Economy Working Group work on this project	

## 2) Final review of projects by the City (30 points)

<i>Member evaluation scores</i>	<i>(max 30 points)</i>
Does the project support Solid Waste Management Services' divisional objectives and /or City of Toronto's corporate objectives? •Long Term Waste Management Strategy •TransformTO •Resilience Strategy •Toronto Food Strategy •Other City of Toronto strategies	0 – n/a 2 – Strongly disagree 4 – Disagree 6 – Neither 8 – Agree 10 – Strongly agree
Are there potential risk(s) that will limit the success of the project?	0 – yes 10 – no
Could the project be used to promote and build capacity around Circular Economy in Toronto?	0 – no 10 – yes
<i>Sector representation balance</i>	

# Resourcing

- The City of Toronto will not:
  - Own, endorse, or fund any of the projects developed through CEWG.
  - Commit to implementing policy or program recommendations brought forward by CEWG members through this initiative.
- The City of Toronto can provide:
  - Space during regular CEWG meetings for project discussions and member feedback.
  - Where possible, help to secure meeting rooms for members that need a space to work on their projects.
  - Where appropriate, help to obtain input from City subject matter experts on concepts and/or answers to questions about an industry and/or operations.
  - Guidance on project management tools to help build out ideas and concepts.



# Possible Funding Programs

- Example funding programs members could apply for:
  - [Waste Reduce and Reuse Grants](#) (apply for up to \$25,000 for non-profit efforts that reduce residential waste and increase participation in the City's waste diversion programs)
  - [Neighbourhood Climate Action Grants](#) (apply for up to \$7,000 for community group projects that contribute to emission reduction and/or include a climate change educational component. Must include at least 3 residents of an Neighbour Improvement Area)
  - [Green Market Acceleration Program](#) (apply for access to City-owned infrastructure and assets for research and pilots for new green technology or services)
- Any funding applications for projects developed through CEWG must be submitted under the name of the CEWG member and/or member organization.
- If members need to describe the working relationship with the City, they can use the following statement: "This project was conceived and developed through participation in the Circular Economy Working Group (CEWG), a group that is supporting the City of Toronto's goal of moving toward a zero waste future and a circular economy."

**What are we doing today?**

# Idea Pitch Steps

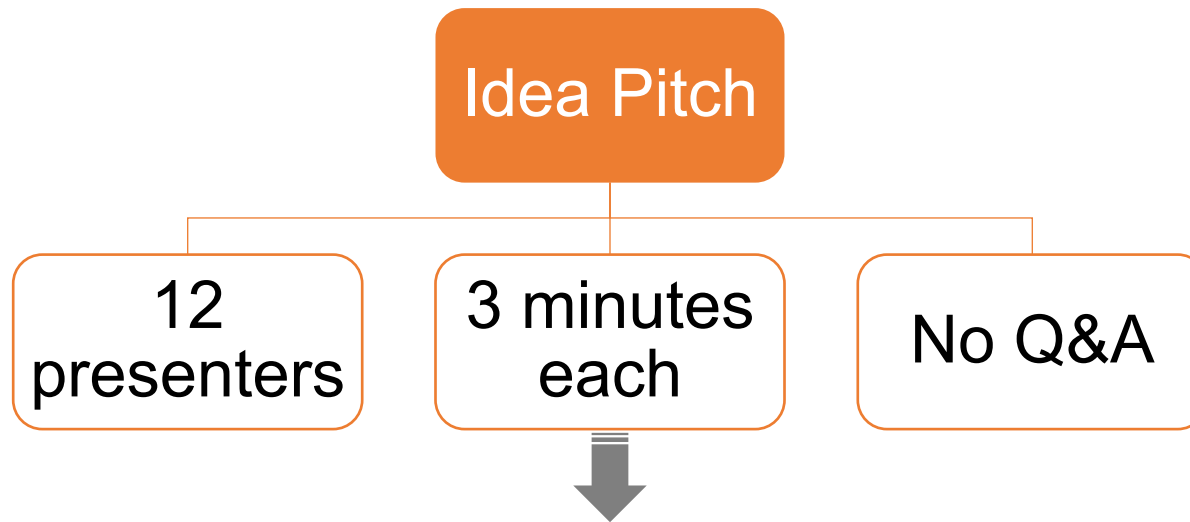


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2:45 pm	Shirin Karoubi	Victoria Ho	John Ashbee	Leah Barrett
3:15 pm	Alison Creba & Emilia Hurd	Sarah Margolius	Ivan Wadgyamar	Hélène St Jacques
3:45 pm	Lindsay McDonald	Katie Motta	Wai Chu Cheng	Hazel Sutton

# Idea Enhancement Sessions

## Method

Solution Circles are an inclusive problem solving tool that assumes any community has the capacity to help if asked. The greater the diversity in the team the better

- Time required: 30 minutes

## Roles

- Presenter (focus person)
- Facilitator (team manager, time keeper)
- Recorder
- Brainstorm Team (~5-9/table)



Time	Topic	Facilitator & Recorder	Presenter	Brainstorm Team
2	Introduction	Name & Affiliation		
2	Process Review	Reviews process and roles with table. Assigns recorder.	Listen.	Volunteers recorder.
3	Project Review	Facilitator: keep time and make sure no one interrupts.	Speaks uninterrupted for 3 minutes.  They may choose to focus on restating, clarifying, or adding more detail to what was already presented.	Listen.  If the presenter stops talking before the time has passed everyone else stays silent. This is key, the presenter gets 3 full minutes to talk.
10	Additive Team brainstorm	Facilitator makes sure: <ul style="list-style-type: none"><li>• This is a brainstorm</li><li>• Everyone gets a chance to give ideas.</li><li>• No one dominates</li></ul> Recorder: takes notes	Listen.  The recorder will keep track of key points.  The presenter can follow up in the next step, but does not interact with the brainstorm team.	Brainstorms feedback uninterrupted: <ul style="list-style-type: none"><li>• Everyone chimes in with ideas to expand and explore creative solutions to what they just heard</li><li>• Ideas should focus on circular economy and/or project management</li><li>• It is NOT time to: clarify the problem or ask questions, give lectures, or advice.</li></ul>
8	Clarifying Dialogue	Continues role from previous step	Everyone contributes. Now the group can have dialogue with the presenter. <ul style="list-style-type: none"><li>• This is time to explore and clarify the problem.</li><li>• Focus on solutions and what CAN be done “yes, and...” (not what cannot be done)</li></ul>	
5	Project Charter	Facilitator: asks for key points to include in the project charter  Recorder: takes notes <u>in template</u>	This is an additive “yes, and...” style brainstorm. Everyone contributes, BUT, there is no dialogue between members or response from the presenter to the ideas recorded.	
1	Reflection	All table members state 1 word to describe their experience at the discussion.		

# Idea Pitch Presentation Order

1. Wai Chu Cheng
2. Victoria Ho
3. Shirin Karoubi
4. Sarah Margolius
5. Lindsay McDonald
6. Leah Barrett
7. Katie Motta
8. John Ashbee
9. Ivan Wadgyamar
10. Hélène St Jacques
11. Hazel Sutton
12. Alison Creba & Emilia Hurd

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**BREAK!**

# Idea Enhancement Session

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2	Process Review	Reviews process and roles with table. Assigns recorder.	Listen.	Volunteers recorder.
3	Project Review	Facilitator: keep time and make sure no one interrupts.	Speaks uninterrupted for 3 minutes.  They may choose to focus on restating, clarifying, or adding more detail to what was already presented.	Listen.  If the presenter stops talking before the time has passed everyone else stays silent. This is key, the presenter gets 3 full minutes to talk.
10	Additive Team brainstorm	Facilitator makes sure: <ul style="list-style-type: none"> <li>This is a brainstorm</li> <li>Everyone gets a chance to give ideas.</li> <li>No one dominates</li> </ul> Recorder: takes notes	Listen.  The recorder will keep track of key points.  The presenter can follow up in the next step, but does not interact with the brainstorm team.	Brainstorms feedback uninterrupted: <ul style="list-style-type: none"> <li>Everyone chimes in with ideas to expand and explore creative solutions to what they just heard</li> <li>Ideas should focus on circular economy and/or project management</li> <li>It is NOT time to: clarify the problem or ask questions, give lectures, or advice.</li> </ul>
8	Clarifying Dialogue	Continues role from previous step	Everyone contributes. Now the group can have dialogue with the presenter. <ul style="list-style-type: none"> <li>This is time to explore and clarify the problem.</li> <li>Focus on solutions and what CAN be done “yes, and...” (not what cannot be done)</li> </ul>	
5	Project Charter	Facilitator: asks for key points to include in the project charter  Recorder: takes notes <u>in template</u>	This is an additive “yes, and...” style brainstorm. Everyone contributes, BUT, there is no dialogue between members or response from the presenter to the ideas recorded.	

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1	Reflection	All table members state 1 word to describe their experience at the discussion.		

# Next Steps

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- ✓ Complete part 1 of Project Charter
  - ✓ Fill in template
  - ✓ Prepare presentation on part 1 of project charter, instructions to come
- ✓ Complete Member Profile
  - ✓ Complete form
  - ✓ View completed profiles
- ✓ Complete Alternate Application

Meeting 5: June 23, 2020