

KAEWG Community Recommendations  
Process Planning Form

Appoint a recorder and spokesperson for your table. The **recorder** will take notes to document the main ideas and thoughts from each table during the work sessions. The **spokesperson** will report findings/summarizations to the whole group at the end of the discussion.

<p><b>Table Discussion:</b> Your table recorder should document the main points of discussion in your group using the spaces provided to the right. (Use the yellow Process Planning Form) (30 minutes)</p>	<p>In general, what stood out to you about the community recommendations? (5 min)</p>
	<p>What themes emerged and or were most important? (5 min)</p>
	<p>Are there one or two recommendations/themes that your table believes are a priority for the group to address? Explain your rationale: (10 min)</p>
	<p>What ideas does your table have for planning and moving forward with the recommendations you listed in section 3 above? How would we work? What steps would we need to take? (10 min)</p>
<p><b>Report Out:</b> Your table spokesperson will report on the discussions from your group using the yellow worksheet completed by the recorder. Please follow the prompts listed to the right to report out. (10 minutes)</p>	<p>What stood out? What theme emerged and or was most important? Table priority and rationale: Ideas for moving forward</p>