Location:

Date:

Time:

#### SET MEMBERS

| Name | Project |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

### Check-in (10 min)

### Preliminaries (5 min)

* Timekeeper:
* Note taker:
* Next meeting date and venue:
* Are there any changes the set wants to make in light of the set process review at the last meeting?
* Any ground rule additions?

### Individual sessions ( ... min each, in any order)

**Per Set Member**

* Review and reflection on actions
* Planning next steps
* Review actions

### Process Review (5 min)

How do you think the process went?

Any improvements suggested?

### Check out (10 min)