Hackney PAR Check in

Date: 2nd June 2023 Time: 4 pm to 7pm, The Forest Road Youth Hub

Time	Mins	Who	Activity	Notes
15.30	30	SC/RN	Arrive to set up room	- Flipchart for bike rack - Seating perhaps café style with 4-5 on one table - Tables on the side for resources - Labels for names?
16.00	5	SC	- Welcome and housekeeping: - Toilets - Breaks and end time - Fire exits - What evaluation tool will you choose?	
16.05	20	RN	Draw a timeline of the field work that you've done since the last catch up (29th April). Mark on any highs and lows - what went well (magic moments?) what didn't go well (desperate moments!?) what did you learn? anything you would do differently?	
16.25	20	RN/SC	Feedback from each group	5 mins per group
16.45	15	SC	Review the data so far - themes emerging…	

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17.00	15	All	Browse data and ask questions! What is missing? Who haven't we asked? What further questions are there?	Park further questions on bike rack
17.15	15	RN	Including 'warm ups' and 'check out' activities…some ideas to try…	
17.30	30	SC/RN	Interview each other's teams - practice interviewing with warm ups and check out, use a flow of tools to get a bit more depth to the answers…think of good questions…	
18.00	20	SC/RN	Planning the next sessions - Go through the fieldwork plan - are we on track? Any improvements to communication and logistics? choose a tool! Plan the next 2 sessions including a flow of different tools - which ones might you start with as an 'opener' and then dig deeper using one of the deeper questions? <could be a school or institution that you know as an example?> Detail of dates and support needs.	
18.20	20	All	Feedback from each group	
18.40	10	SC/RN	Bigger Picture - what could the end result look like / when?	

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18.50	10	SC/RN	Any questions or queries?	
19.00			**END**	