

Establishing a Working Group Checklist

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| № | **ACT IVIT IE S** |  |
| 1 | **Establish Purpose of Group**  *Clearly define the group's purpose, goals, and intended outcomes* |  |
| 2 | **Select initial Co-chairs & Notetaker**  *Appoint co-chairs to lead the group and designate a notetaker responsible for recording meeting minutes and action items* |  |
| 3 | **Establish Meeting Frequency**  *We recommend the steering members meet monthly, at the same day/time to ensure regular engagement*  *Meet with all members on a quarterly basis*  *Poll members to find out what days/times work best for everyone* |  |
| 4 | **Establish Communication Norms**  *Establish norms for communication within the group, including frequency, tools, and expectations for responsiveness* |  |
| 5 | **Recruit**  *Create process for members to join (Ex: contact group chair)*  *Invite well-known industry experts who can contribute valuable insights Extend invitations to minority-owned enterprise members to ensure diverse perspectives*  *Invite WRMSDC Platinum Partners to enhance collaboration and support* |  |
| 6 | **State Specific Objectives & Define Successful Outcomes**  *Identify specific, measurable objectives aligned with the group's purpose and desired outcomes*  *Define mechanisms for tracking progress towards objectives and evaluate outcomes regularly to ensure alignment with goals* |  |
| 7 | **Establish Protocols**  *Ensure everyone receives a copy of the Code of Conduct*  *Establish decision-making processes, conflict resolution methods, and communication norms* |  |