

## Daily Team Debrief

(Approximately 2 hours)

1. Start with updates from the day's interviews and site visits: 30 minutes

Each team member should spend about five minutes updating the rest of the team on their experiences and insights from the day. Guidelines for updates include:

- This is **not** a detailed report of what was heard in every interview, and not a thorough review of notes.
- This **is** an opportunity to offer key findings, surprises, or something for further consideration or discussion.
- This **is** also an opportunity to flag any key findings related to other aspects of the assessment or stakeholders (without going into too much detail).

2. Discussion of Priority Findings and Cross-Cutting Issues: 1 hour

The team should have a facilitated conversation related to findings that are emerging as a priority or cut across multiple focus areas of the assessment. Team members should compare data related to the key findings and discussions of implications for the assessment and report.

3. Planning Next Steps: 30 minutes

The team should review the schedule going forward and agree on who will conduct which interviews and/or site visits. Any gaps or additional interviews needed should be addressed at this time. Toward the end of the field work, the team should discuss deadlines and staff assignments regarding writing and compiling the assessment report.