**TOPx Milestone Facilitation Template**

*[Milestone name]*

*[Date]*

*[Time of call]*

**Location:** *[Dial in or video conferencing details]*

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic** | **Speaker** |
|  | **Introduction*** Participants join call
	+ Participants introduce who is on the call
* Welcome
* Reminders
* Describe purpose and format of the call
 | *[TOPx facilitator*] |
|  | **Problem Statement #1** * Each team shares an *[X*] minute *[update or pitch or demo]*
	+ See key actions under each milestone (e.g., Kick Off, User Research, etc) for guidance on topics to cover
* Feedback from
	+ Problem statement leaders
	+ User advocates
	+ Other tech teams
	+ Facilitators
 | Teams from Problem Statement #1 |
|  | **Problem Statement #2*** Each team shares an *[X*] minute *[update or pitch or demo]*
	+ See bullets under each milestone for guidance
* Feedback from
	+ Problem statement leaders
	+ User advocates
	+ Other tech teams
	+ Facilitators
 | Teams from Problem Statement #2 |
|  | **Problem Statement #3*** Each team shares an *[X]* minute *[update or pitch or demo]*
	+ See bullets under each milestone for guidance
* Feedback from
	+ Problem statement leaders
	+ User advocates
	+ Other tech teams
	+ Facilitators
 | Teams from Problem Statement #3 |
|  | **Next Steps** * Focus of next weeks
	+ *[See bullets under each milestone for guidance on what each role should be focused on until the following milestone]*
* Next milestones is *[Milestone Name]* on *[date]*
 | *[TOPx facilitator]* |

