**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]* |

