

Kansas City: Roles and Tasks for Transition to Virtual Engagements

Task Assignments:

- _____ Send meeting notes, Court User Survey summary and prior Community Engagement Summary to all.
- _____ Establish the Zoom links.
- _____ link with Event Brite registration.
- _____ Coordinate Speak Easy branding.
- _____ Look at DataKC analysis to date and possible questions and information could help round out analysis.
- _____ Help plain language proposed questions at next session.
- _____ Work with Court on facilitation and use of Poll Everywhere. If used, will need to work with NCSC to coordinate with NCSC Zoom platform.
- _____ tap court employees to work with the virtual engagement.
- _____ have a list run of all who have recently disposed of cases at Municipal Court.
- _____ compile contact information for Court User Survey participants and past in-person engagement participants.

Everyone:

- Review materials sent to you.
- Provide ways you will help promote and in what format you need promotion materials (printed fliers, social media posts, web friendly, etc.)
- Come to next meeting with proposed virtual engagement questions.
- Recruit breakout room volunteers.