



CONVERSATION AGENDA:

- Social Time (30 minutes)

 - Within each group identify who will be:
 - **Timekeeper** to ensure that everyone has a chance to speak,
 - **Scribe** to take a few notes of what has been discussed, and post a summary on the Policy Circle website;
 - **Reporter** someone who will report back to the bigger group what was discussed
 - **Facilitator** to keep the conversation going around the circle, asking some questions from this guide if necessary. The role of the facilitator is to invite each member to share her perspective, and help focus the conversation on understanding the issue and how to become an influencer.

 - #CircleUp: Circle discussion (45-60min)

 - Circle Recap (20min): the reporter and the scribe report back to the bigger group what was discussed

 - Next Steps (15min):
 - Discuss how to influence policy making e.g. attend town hall meetings of representatives, op ends;
 - Fix meeting date of the next meeting;
 - Decide on topic for next meeting - go deeper on the topic covered, focus on state issue or use another brief available in [The Policy Circle Online Library](#)
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A detailed agenda to help guide discussions has been created for each brief. To access the agenda, click on the button titled “DISCUSSION GUIDE” at the top of each brief.