



Host Checklist

Prepare

- Reserve meeting location
- Invite participants
- Send reminder to participants 1-2 days before meeting

Activate

Set-Up

- Arrange tables and chairs
- Sort Participant Worksheets and Group Priority Worksheets

Facilitation

- Welcome and Introductions
- Exercise Part 1
- Exercise Part 2
- Identify priorities

Wrap-Up

- Summarize discussions
- Distribute Engagement Survey
- Collect All Materials

Return

- Fill out Meeting ID Code on Group Priority Worksheets, Participant Worksheets, Guest List, and Host Feedback Form
- Sort and send materials back to the City

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Meeting-in-a-Box Invitation

The Minneapolis Comprehensive Plan is the city's twenty-year vision that directs the logical and coordinated physical development of the city into the future. We need you to be part of this process! Please join us to share your thoughts and experiences with community members.

What: Minneapolis 2040 Meeting-in-a-Box Meeting

When:

Where:

Host Contact Information:

For more information or to engage in the Comprehensive Plan process

VISIT www.minneapolis2040.com

EMAIL 2040@minneapolismn.gov

CALL 3-1-1 [Minneapolis Assistance Line](#)



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Guest List

Organization:

Date:

Location:



Name

Receive Minneapolis 2040 Email Update? Email Address

15 empty checkboxes for email update preference.

15 horizontal lines for guest names.

15 horizontal lines for email addresses.

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Minneapolis 2040 Meeting Agenda

Purpose

- Learn about the Minneapolis 2040 Comprehensive Plan process
- Share your thoughts and experiences that will help direct the future of Minneapolis
- Identify ways to improve interaction between community members and the City

Agenda

Welcome and Introductions

What is a Comprehensive Plan?

Group Exercises

Part 1 : Big Ideas

Part 2 : Civic Engagement

Wrap-Up

Summarize Discussions

Engagement Survey

Exercises

Part 1

What are your big ideas for the future of Minneapolis' built, natural, and economic environment?

Part 2

How would you like to engage in the upcoming Comprehensive Plan process?

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Participant Worksheet

Part 1 What are your big ideas for the future of Minneapolis' built, natural, and economic environment?

What are the characteristics of your community that makes Minneapolis a great place for you to live, work and play?

What are things in your community that could change that will strengthen your community to be a better place to live, work or play in the next 20 years?

What are the top three big ideas for the future of Minneapolis' built, natural, and economic environment based on your answers above?

- 1.
- 2.
- 3.



Participant Worksheet

Part 2 How would you like to engage in the upcoming Comprehensive Plan process?

These are the ways that I would like to be **INFORMED** about the Comprehensive Plan:

These are the ways I would like to provide **FEEDBACK** about the Comprehensive Plan:

Things that might prevent me from engaging with the Comprehensive Plan process are:



Group Priorities Worksheet

Group Number or Name (If there are multiple groups):

Facilitator:

Contact Email/Phone (If clarification of responses is needed):

Part 1 What are your big ideas for the future of Minneapolis' built, natural, and economic environment?

1.

2.

3.

If a consensus cannot be reached, please record the group's comments.



Group Priorities Worksheet

Group Number or Name (If there are multiple groups):

Facilitator:

Contact Email/Phone (If clarification of responses is needed):

Part 2 How would you like to engage in the upcoming Comprehensive Plan process?

1.

2.

3.

If a consensus cannot be reached, please record the group's comments.



Host Feedback Form

Thank You For Hosting Meeting-in-a-Box!

Please provide us with your feedback to help improve Meeting-in-a-Box.

All comments are welcomed.

1. Meeting-in-a-Box is an effective tool for broadening the range of public input.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

Quality of group discussion(s)

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

2. The materials in Meeting-in-a-Box are easy to understand and use.

- a) Strongly Disagree
- b) Disagree
- c) Neutral
- d) Agree
- e) Strongly Agree

Group satisfaction with outcomes

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

3. Please rate the following aspects of your meeting:

Overall

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

4. Would you host a Meeting-in-a-Box meeting again?

- a) Yes
- b) No

If no, please explain why.

Participant engagement

- a) Very Poor
- b) Poor
- c) Fair
- d) Good
- e) Excellent

5. Would you recommend Meeting-in-a-Box to others?

- a) Yes
- b) No



Host Feedback Form

6. How should we improve Meeting-in-a-Box?

7. Do you have any additional comments?



Engagement Survey

The purpose of this survey is to provide City staff feedback on the effectiveness of engagement methods during the Minneapolis 2040 Comprehensive Plan process and to ensure equitable access to information for all stakeholders. The responses that you submit will remain anonymous and will be used to improve the engagement process with the community.

For more information about the planning process and for opportunities to be involved, visit the plan's website at www.minneapolis2040.com.

1. How have you engaged with the Minneapolis 2040 Comprehensive Plan process so far? (Circle all that apply)
 - a) Large community meetings
 - b) Interactive website
 - c) Social Media
 - d) Email Updates
 - e) Festivals and cultural events
 - f) Small group discussions
 - g) Meeting-in-a-Box
 - h) Other

2. I was able to fully participate or engage in the activity.
 - a) Strongly Disagree
 - b) Disagree
 - c) Neutral
 - d) Agree
 - e) Strongly Agree

If you were unable to fully participate or engage, please tell us why.
3. The information presented is important to me.
 - a) Strongly Disagree
 - b) Disagree
 - c) Neutral
 - d) Agree
 - e) Strongly Agree

If the information presented is not important to you, please tell us why
4. I was provided with enough information on how to be informed and involved in the planning process.
 - a) Strongly Disagree
 - b) Disagree
 - c) Neutral
 - d) Agree
 - e) Strongly Agree

If you were not provided enough information, please let us know what was missing.
5. What was your reaction to the content that was presented?
 - a) Mostly Negative
 - b) Somewhat Negative
 - c) Neutral
 - d) Somewhat Positive
 - e) Mostly Positive
6. How likely are you to share the information you learned with others?
 - a) Very Unlikely
 - b) Unlikely
 - c) Neutral
 - d) Likely
 - e) Very Likely
7. How can we make it easier for you to be involved in the planning process?
8. What is your zip code?



Engagement Survey

The following questions are **OPTIONAL**.

If you choose not to answer this portion of the survey, please tell us why in the space below. We still want to hear from you!

1. Do you live in Minneapolis?

- a) Yes
- b) No

2. Do you work in Minneapolis?

- a) Yes
- b) No

3. Are you a renter or homeowner in Minneapolis?

- a) Renter
- b) Homeowner
- c) Does not apply
- d) Prefer not to answer

4. What is your age?

- a) Under 18
- b) 18-24
- c) 25-44
- d) 45-64
- e) 65 and over
- f) Prefer not to answer

5. If you self-identify, what race or ethnicity do you most identify with? The following categories are based on responses in the US Census. (Circle all that apply)

- a) American Indian or Alaska Native
- b) Asian
- c) Black or African American
- d) Hispanic, Latino or Spanish Origin
- e) Native Hawaiian or other Pacific Islander
- f) White
- g) Prefer not to answer
- h) Other (please specify)

**Thank you for taking the
Minneapolis 2040 Launch Survey!**

Want to stay informed or get more involved?

- Visit www.minneapolis2040.com and click on "Participate"
- Follow us on Twitter: [@mpis2040](https://twitter.com/mpis2040)



WE WANT TO HEAR FROM YOU!

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