

Chi Hack Night Breakout group guides

Resources

- Loomio thread:
<https://www.loomio.org/d/WaFjSN7v/open-discussion-helping-breakout-groups-make-onboarding-less-stressful>
- Chicago Nursing Home Search guide:
<https://docs.google.com/document/d/1WF9J1lmaSowYVTTKnXUmlrfls6riPXhsbR-9TlqAbLY/edit#>
- Invisible Institute guide:
<https://docs.google.com/document/d/1ULmacelT-1KIm8RBtpxaGP7ou2YoVEvX8CRurQ2bix0/edit#>

Sections

- Why and when should I create a breakout group guide?
- What makes a good overview doc?
- How to onboard people
- Examples

From Steven Vance

I ran the Slow Roll Chicago bike equity breakout group for 9 months. We had nearly 40 people come through the group. There were about 10 "reliables". A lot of people wanted to join our group because we had a cool thing (bikes!) and a cool mission (who's getting screwed out of a city investment?!).

I ran into the "problem" of onboarding people, and there were ups and downs in how I dealt with it. *What follows is a set of solutions* we used (they weren't "tried" or "tested" because we didn't triage that there was a problem...it all happened; breakout groups [and successful ones] were still new in fall 2014).

1. Delegate to someone else. Oboi was the more personable one in our group, and the reason the group convened. He had the passion and the patience to meet a new person and see what they wanted.
2. Do our own introductions EVERY WEEK. This way people go to know each other, newbies were welcomed, and group managers (we eventually divided our breakout group into three semi-independent working groups) could figure out where newbies could help.

3. When the group was busy, or people came late, sometimes newbies were asked to review pre-existing materials, which were on our GitHub page, and propose where they would contribute.
4. Newbies who weren't as self-determined as those in (3) were given tasks immediately. Um, we need to find data on hypertension. Find it, figure out what format it's in, see if you can map it (ask for help on this), document it somehow, report back to a group manager what you've found.