PRIVATE. DO NOT SCREEN-SHARE.

FACILITATOR SCRIPT

MVA + Medical Advisory Board Check-In | [redacted] | Zoom | 30 minutes

Open 0:00 | 0:03 | 0:11 | Boundary 0:19 | Application 0:24 | Close 0:28

Quotation marks are what you say. Italic grey is what you do. The Decision Sheet is on the shared screen; type into it as they answer.

0:00 OPEN

"Thanks, everyone, for making the time. I'll keep us to thirty minutes."

"I'd like us to leave with three decisions: where the MVA session ends and the Medical Advisory Board session begins, what materials each of you will send or want me to build, and what shape the afternoon application takes."

"I've got the planning document on screen so I can capture as we go. Judge anything you'd like to add or redirect before we start?"

Pause. If Judge redirects, follow her. Otherwise:

"Great. Ms. let's start with you."

0:03 MS. | MVA | 11:00 to noon

"Your block covers three things from the course description: the Graduated Licensing System, reading and interpreting driving records, and licensing eligibility for non-citizens."

"From last year we have the MVA questions with result screens, your ignition-interlock slide, and the IDVR guide and Judicial Quick Reference for the binder. Those cover record access well. They don't develop the licensing system or the non-citizen piece."

"So a few questions."

Of those three topics, what should judges be able to do by noon?

What needs to be taught live, and what can stay in the IDVR guide or the Quick Reference?

Which of last year's questions and result screens still work, and which shouldn't come back?

What will you send by [redacted] and what would you like me to build once you've decided the substance?

Should Slido stay in your block, and who approves the final question language?

Capture in the row. Then:

"That's really helpful. Dr. let's turn to you."

0:11 DR. | MEDICAL ADVISORY BOARD | 12:30 to 1:20

"Your session is right after lunch, 12:30 to 1:20. The course promises judges an understanding of the Medical Advisory Board. We don't have a deck or handout in the file yet, so this is a clean slate."

At 1:20, what should judges understand or be able to do about the Board?

What needs to be taught live, and what can live in a reference or binder item?

What slides, forms, examples, or public materials do you already have permission to use?

What will you send by [redacted] and what should I build once your substance is set?

Where should the boundary with Ms. fall so the two sessions don't repeat each other?

Capture in the row. Then:

"Perfect. That takes us to the boundary."

0:19 BOUNDARY | JUDGE [redacted]

"Lunch is noon to 12:30 and stays where it is. So the question is the handoff."

Ms. where does your MVA block naturally stop?

Dr. what can you assume judges have already heard when your block begins?

Judge does that division cover the published outcomes and match how you want the day to move?

Do we need a handoff cue or a shared reference between the two? If yes, who owns the first version?

Capture in the Boundary row.

0:24 AFTERNOON APPLICATION

"Last decision. The schedule currently holds 2:45 to 3:15 for an all-faculty application block. Nothing's been drafted for it yet."

"One option is a single progressive case in that block, which keeps the current schedule intact. The other is shorter mini-scenarios inside the relevant sessions, which would mean reassigning those thirty minutes."

Judge which direction would you like the faculty to take?

If it's the progressive case: who owns the first factual draft, and who supplies each faculty decision point?

If it's mini-scenarios: which sessions can absorb them, and where does the 2:45 block go?

Either way, what stays faculty-owned before I build the room-facing material?

Capture in the Application row. If Judge does not decide today, write UNRESOLVED and move on. Do not fill it.

| PRODUCTION CHECK

before we close: any format, access, or production constraints that change what faculty should send or how I should build it?"

0:28 HARD CLOSE

"Let me read back what I have."

Read from the Decision Sheet, row by row: decision, owner, due date. Say UNRESOLVED out loud where it applies.

"Faculty materials are due [redacted] I'll update the planning document from today and send the next working version for review."

"Thank you all."