

Catalyst Prep Work Instructions

Ready to get to work? Below outlines all the steps your team will take to prepare to share about your projects at Workshop 1 on February 20, 2019.

INSTRUCTIONS

1. **Meet with your team** and go through the [Onboarding Questions](#). Discuss the experience you are exploring in your project and who you'd like to do some early learning with.
2. **Spend 30-60 minutes web searching independently** on your topic. It's an easy way to get familiar with what others have said about or done to address the issue. Jot down a handful of quotes from articles or organization names you didn't know about. You might want to reach out to them later in your research.
3. **Prepare as a team for the [Draw Your Experience](#) activity**. Reach out to individuals who you want to learn from and coordinate time to meet with them for 30 minutes. Follow the [prep and facilitation guide](#) for help on how to get started.
4. **Conduct Draw Your Experience sessions one-on-one** with as many people as you can. We recommend each team member facilitates the exercise with two to three people so you each get a feel for it.
5. **Immediately after each session, [record debrief notes](#)** on what you learned.
6. **Meet again with your team**. Gather all of your debrief notes from all participants and create an [Empathy Map](#) with what you learned.
7. **Print photos of or bring your empathy maps** to share at Workshop 1 on February 20.