Mural: Checklist

**Checklist for conducting a Mural exercise**

Creating the Mural

* Check all non-moving elements are locked
* Duplicate template, **archive** the copy of the template
* Optional: create a completed version, download PDF (this will be sent to online training tools email --> Ask Björn to forward)

Before zoom session

* **Duplicate** template - 1 copy per group
* Click pink “share” button and copy the **visitor** link
* Create a **reference document** with all visitor links per group

During zoom session

* Enable ‘**participant screen sharing**’ prior to opening rooms
* (Randomly) **assign participants** to breakout rooms (and copy their names next to the relevant Breakout room in the reference document)
* Breakout room settings: automatically move participants, possibly set a timer
* Open all Murals in different tabs on a browser
* Copy & paste **reference document list** of groups and links in chat
* **Screen share** to explain the exercise- starting from what they see when clicking on the visitor's link
* Open breakout rooms

During Breakout rooms

* Quickly move through each room to check if each group has the correct Mural link open, problem solve if necessary (suggest different browser/one participant shares their screen)
* Go through again more slowly to see if there are any additional obstacles/ look at the browser tabs too see the progress in the exercise
* Visit each room once more to announce they should start rounding off
* Send a broadcast message that rooms will close
* Close the rooms & debrief (optional: send participants PDF of completed version)