

Coworking Space - Group Session Split Plan

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Propose how a group can be split across available spaces, times or facilitators. Setting: Coworking Space.

Contact and reference

Name or team reference *

Alex Rivera

Reply email, if needed

alex.rivera@example.com

Date of record *

November 14, 2026

Group Session Split Plan

Group activity and expected group size *

Example answer

Available spaces, time windows and facilitators *

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Proposed subgroups and rotation sequence *

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Shared briefing or materials needed for each subgroup

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Coworking Space

Desk zone, meeting room or member event *

Main hall, Room 2

Shared device, room kit or desk resource involved *

Main hall, Room 2

Booking overlap, quiet-zone or visitor reception needs

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

Ownership and follow-up

Team or role responsible for the next action

Program coordinator

Target follow-up date

November 14, 2026

Current state of this record *

Open for review

Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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