Icon

Description automatically generated



Enjoying Work Collaborative

# Meeting agenda

|  |  |
| --- | --- |
| Date: | Time: |
| Location: | |
| Team members: | |

|  |  |  |
| --- | --- | --- |
|  | **Activity** | **Time** |
| 1. | Clarify purpose and objectives |  |
| 2. | Select timekeeper and minute taker *(rotate roles)*  Timekeeper:  Minute taker: |  |
| 3. | Review prior action list |  |
| 4. | Review today’s agenda |  |
| 5. | Work through agenda item(s) – *(to include review of PDSAs and data)*: |  |
|  | a) |  |
|  | b) |  |
|  | c) |  |
|  | d) |  |
|  | e) |  |
| 6. | Review key actions, information and decisions |  |
| 7. | Plan next meeting agenda |  |
| 8. | Evaluate the meeting |  |
| 9. | Close |  |

|  |  |  |
| --- | --- | --- |
| **Agreed actions:** | | |
| **What** | **Who** | **When** |
|  |  |  |
| **Improvements needed for next meeting:** | | |
|  | | |