

Date/ Time: _____ **Location:** _____ **Meeting Agenda:** _____
Objective: Use Data to improve performance. Communicate what is going on and what you want to achieve.

Agreements developed by the team

Every Meeting has an Objective

Links to commonly used files (experiment results, grant, etc)

Meeting Agreements/ Team Norms	Common File Links

Attendance

Invitees

Name	Attend	Attend

Who is invited

Attendance

Agenda

Include interactive tools where possible

Clear desired outcomes for each agenda item

Time	Topic	S/D/G	Desired Outcome
3:00-3:10 PM	<u>Impromptu Networking</u> What am I doing and what do I hope to gain? Who do I hope to gain? 2 min/switch 2 min x3	G	Understand the work already occurring in data collection
3:10-3:15	Performance Management		Basics of Performance and connection to Lean
3:15-3:35	Begin your draft		Draft your dashboard
3:35-3:45	Cascading	S	Tying ITHS together
3:45-4:00	Next Steps & Questions	D	Clarity on work for next meeting

Visible timing for easy tracking

Minimize didactic, maximize interactive

S = Sharing Information, Decision, Gather Input

Meeting Evaluation

Periodic meeting evaluations to improve meeting effectiveness

What went well	Could do better

Action Items from Meeting date:

What	Who	When	Comments

Track action items

Decisions and Discussion

Topic	Decision/ Discussion

Track key decisions or outcomes of discussions