

**Name Meeting Agenda**

Every Meeting has an Objective

**Date/ Time:**

**Location:**

**Objective:** Use Data to inform decisions, communicate what is going on and create transparency

**Invitees**

Name	Attend	Attend

Who is invited

Attendance

Include interactive tools where possible

Clear desired outcomes for each agenda item

**Agenda**

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? How do I contribute on this? 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**

What went well	Could do better

Periodic meeting evaluations to improve meeting effectiveness

**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