

### Meeting Agenda (Example)

**Organization Name:** Fairhaven Hospital

**Location:** 4<sup>th</sup> floor conference room

**Department Name:** ICU

**Technology Link (Zoom/ Microsoft Teams, Etc.):** TBD

**Day/Date:** Friday, August 7, 2020

**Participants:** Elizabeth, Richard, Samuel, Carla

**Time:** 9-Noon

**Aim of Our Microsystem:** TBD

**Ground Rules:** Arrive early to start on time, If you oppose you must propose, Stay on task, Allow space for all to speak

Time	Item	Method	Action Items	Who	When
9:00-9:05	<b>Clarify Objectives</b> A. Get Started with improvement B. Determine logistics		Leader reviews objectives of this first meeting		
9:05-9:10	<b>Review Roles:</b> • Leader: Carla Rodriguez • Recorder: Elizabeth Smith • Timekeeper: Samuel Wells • Facilitator: Richard Santos		Use meeting role cards to help function in the meeting roles		
9:05-9:10 9:10-9:15 9:15-9:25 9:25-9:30 9:30-9:45 9:45-9:55	<b>Review Agenda</b> A. Welcome, Introductions B. Overview, aim of improvement – Intro to microsystem thinking C. Discuss expectations D. Determine regular time/place E. Draft Ground Rules		<ul style="list-style-type: none"> <li>• Leader move group through agenda</li> <li>• Timekeeper track time for each agenda item</li> <li>• Recorder track action items</li> </ul> Team to discuss: What is it we are doing as an interdisciplinary team?		
	<b>Work Through Agenda Items</b>	Multi-voting Flip charts	Track action steps for each item to be completed during action period (Use Action Plan)	Richard Carla	9/1 8/10
9:55-10:05	<b>Review Meeting Record-Action Plan</b>		Recorder reviews with group		
10:05-11:45	<b>Plan Next Agenda</b>		Leader helps group determine next agenda based on action plan and next steps in process. Suggestions: Review and discuss PACE, Discuss communication strategy to “get everyone” in the microsystem involved and to communicate throughout the organization.		
11:55-12:00	<b>Evaluate Meeting</b>				

**Notes submitted by**