**Date:**

**Next Meeting Information**

**Date:**

**Time:**

**Location:**

**Time:**

**Location:**

**Meeting Leaders:**

**Recorder:**

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **DEPARTMENT/ROLE** | **Present?** | **NAME** | **DEPARTMENT/ROLE** | **Present?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | **Guest:** |  |  |

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 8:00 am  (5 min) | 1. Welcome to the Stakeholder Meeting | Learn who is part of this team | 1. Introduce yourself 2. Summer vacation stories? |  |
| 8:05 am (10 min) | 1. Introduction to the Issue | Understand the issue and the impact | 1. Brief presentation 2. Share problem statement |  |
| 8:15 am (15 min) | 1. Review of Known Data | What is the current state? | 1. Share Data 2. DIagram current process as a swim lane flow diagram |  |
| 8:30 am (20 min) | 1. Discuss Gaps | Identify possible causes | 1. Build Cause & Effect Diagram 2. Confirm root causes |  |
| 8:50 am (10 min) | 1. Document/Assign Action Items | Identify what we need to know or complete before the next meeting | Action item owners report out and state target dates |  |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **OWNER** | **TARGET DATE** | **STATUS** |
| Draft Cause & Effect diagram in standard format |  |  | NEW |
|  |  |  | NEW |
|  |  |  | NEW |

**PARKING LOT**

|  |  |  |
| --- | --- | --- |
| **ITEM & OWNER** | **DATE ADDED** | **ACTION** |
|  |  |  |