**Date:**

**Next Meeting Information**

**Date:**

**Time:**

**Location:**

**Time:**

**Location:**

**Meeting Leaders:**

**Recorder:**

**ATTENDANCE**

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

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 8:00 am  (5 min) | 1. Welcome to the Action Planning Meeting | Clarify purpose of today’s meeting | 1. Review Agenda 2. Invite questions |  |
| 8:05 am (10 min) | 1. Confirm Root Issues Identified | Complete Cause & Effect Diagram | 1. Review Cause & Effect 2. Cross out what can’t be changed 3. Identify what can be impacted |  |
| 8:15 am (15 min) | 1. Review of Data | Understand what the data is telling us about | 1. Come to agreement on conclusions 2. Document gaps or questions |  |
| 8:30 am (20 min) | 1. Discuss Gaps | Learn of potential issues that could impede progress | 1. Record Gaps 2. Prioritize  * Low Hanging Fruit * Small Tests of Change |  |
| 8:50 am (10 min) | 1. Document/Assign Action Items | Identify what we need to know, or do before the next meeting | Action itemowners report out and state target dates |  |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **OWNER** | **TARGET DATE** | **STATUS** |
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**PARKING LOT**

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