

## Sample Agenda for First Change Team Meeting

Date: MM/DD/YY Time: \_\_\_\_\_ Location: \_\_\_\_\_

Minute taker: name1 Time keeper: name2

Topic	Who	Description	Time
Call to Order & Introductions	Change Leader	Call meeting to order and introduce all participants. (Allow more time if team members have not worked together before.) Ask for volunteers to take notes and keep track of time.	10 min
Walk-through discussion	Change Leader and team	Understand and Involve the Customer: Walk-through results Discuss lessons learned and perspectives on the walk-through experience	15 min
Review of project purpose	Change Leader	Describe the project's purpose and aims. Document questions to take back to Executive Sponsor.	15 min
Review team member responsibilities	Change Leader	Discuss level of participation expected of team members. Cover the following responsibilities of the Change Team: <ul style="list-style-type: none"> <li>• Participates in meetings</li> <li>• Volunteers to carry out the team's work</li> <li>• Learns what works and what doesn't; collects data to see if changes are an improvement</li> <li>• Applies the PDSA Change Cycle</li> <li>• Communicates with the staff affected by the changes, and assures their input is taken into account</li> <li>• Communicates with the rest of the organization about both the Team's successes and its failures.</li> </ul>	5 min
Review improvement principles	Change Leader or others	Discuss the principles, questions, and PDSA Cycle that underlie the project format.	15 min
Review project plan	Change Leader	Present your plan getting the project done. Discuss in general terms what kind of tasks different team members are interested in.	10–20 min
Next steps	Change Leader	Plan a PDSA Cycle. Plan other next steps. Assign responsibilities. Set deadlines. Identify resources (people, materials) that team can access.	10–20 min
Recap	Any team member	Review decisions and assignments. Make sure deadlines are clear. Confirm meeting time and date for next meeting.	5 min
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