**Date:**

**Next Meeting Information**

**Date:**

**Time:**

**Location:**

**Time:**

**Location:**

**Conference Line:**

**Meeting Leaders:**

**Recorder:**

**ATTENDANCE**

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

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 1:00 pm(5 min) | 1. Welcome to the Progress Check Meeting
 | Clarify purpose of today’s meeting | Review AgendaInvite Questions |  |
| 1:05 pm(10min) | 1. Quick Review of Action Items
 | Update reflecting work completed | Owners report on changed statuses |  |
| 1:15 pm(20 min) | 1. Report out on Test Cycles
 | Understand learnings from test cycles | 1. Presentation
2. Q & A
 |  |
| 1:35 pm(15 min) | 1. Decide on next steps (All)
 | Reach consensus on Adapt, Adopt or Abandon | 1. Revise Small Test of Change Plan accordingly
 |  |
| 1:50 pm (5 min) | 1. Document/Assign Action Items
 | Identify what we need to know, or do before the next meeting | Action item owners report out and state target dates |  |

**ACTION ITEMS**

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

**PARKING LOT**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |