**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:** |  |  | **Guest:** |  |  |

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 8:00am  (5 min) | 1. Welcome Implementation Follow-up Meeting | Clarify purpose of today’s meeting | Review Agenda  Invite questions |  |
| 8:05 am  (20 min) | 1. Summarize post-implementation data | Document degree of improvement | 1. Review Data 2. Review A3 documentation 3. Edit, if needed |  |
| 8:25 am  (15 min) | 1. Identify steps needed to sustain the results | Confirm owners and audit steps | 1. Approve audit plan 2. Plan for test |  |
| 8:40 am  (10 min) | 1. Confirm process measure thresholds | Determine key metric and trigger value | 1. Document thresholds in A3 |  |
| 8:50 am | 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** |
|  |  |  |  |
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**PARKING LOT**

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