

# Team Meeting Agenda

Team:	Date:
Chairperson:	

Review progress action from last meeting: (review Team Vision if required)

Note achievements/recognition:

Feedback – Review scores v goals and record

1. Staff engagement
2. Customer experience
3. Operational effectiveness

Discuss suggestions and innovations:

Controllable

Non Controllable

Hand discussion questions:

What do we control?  
 What can we work on?  
 What ca we take action to improve?  
 What do you think?

What do you believe we should action first?  
 How do you think we should action?  
 Who wants to lead the action?  
 What should we complete?

Team Meeting Agenda

Team Action and Innovation Plan		
<p><b>Goals</b> – agree on goals for next month’s cycle</p> <ol style="list-style-type: none"> <li>1. Staff Engagement</li> <li>2. Customer Experience</li> <li>3. Operational Effectiveness</li> </ol>		

Action 1 – Detail of steps	By Whom	By When

Action 2 – Detail of steps	By Whom	By When

Action 3 – Detail of steps	By Whom	By When

Non-controllable items to communicate

Next team meeting date:	
Next chairperson:	