



Progress review meeting template													
Where:	When:												
<p>Objectives</p> <ul style="list-style-type: none"> • Follow-up actions from previous meeting • Understand changes in performance since last meeting • Discuss Issues, identify next steps and assign responsibility <p>Who do I contact if I won't be here or I can't update my chart?</p>	<p>Participants and roles</p> <p>Chair</p> <p>Others</p>												
<p>Inputs</p> <ul style="list-style-type: none"> • Agreed aims • Updated measures data • Actions from previous week 	<p>Outputs</p> <p>Agreed actions and responsibilities</p>												
<p>Agenda</p> <table border="0"> <tr> <td>1. Welcome</td> <td style="text-align: right;">1 min</td> </tr> <tr> <td>2. Update on actions from previous week</td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>3. Review charts and discuss changes since last week</td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>4. Agree what actions to take to improve the measure</td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>5. Decide who will take each action and by when</td> <td style="text-align: right;">5 min</td> </tr> <tr> <td>6. Confirm attendance for next meeting</td> <td style="text-align: right;">4 min</td> </tr> </table>		1. Welcome	1 min	2. Update on actions from previous week	5 min	3. Review charts and discuss changes since last week	5 min	4. Agree what actions to take to improve the measure	5 min	5. Decide who will take each action and by when	5 min	6. Confirm attendance for next meeting	4 min
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