

How to run an effective project team meeting

Plan

- Clarify purpose and objective of the meeting before you start.
- Identify a chair, timekeeper, note taker (rotate roles in each meeting) and facilitator if facilitation is needed.
- Review meeting agenda and adjust if needed.

Work through the agenda

- Review your data, including data from your project's outcome measures and any additional data you have chosen to collect.
- Review your plan-do-study-act (PDSA) cycles. For example:
 - What are we planning?
 - How are the change ideas that we've introduced going?
 - What have members of the wider team said?
 - Have there been any changes in our data?
 - Can we make any changes to improve the ideas?
- Has anyone suggested any new ideas recently? What ideas could we introduce next?

What's next

- Review the meeting notes.
- How can we delegate tasks out between the project team?
- How will we share the outcomes of this meeting to keep the wider team up to date? For example, by using an existing staff meeting.
- Plan next steps and the agenda for the next meeting.
- Evaluate the meeting to make the most of the time in future project meetings. For example, you can ask the team to share one thing they think went well and one thing that could be improved next time.

Project team meeting agenda template

Date:	Time:
Location:	
Team members:	

	Activity	Time
1.	Clarify purpose and objectives	
2.	Select timekeeper and minute taker (<i>rotate roles</i>) Timekeeper: Minute taker:	
3.	Review prior action list	
4.	Review today's agenda	
5.	Work through agenda item(s) – (<i>to include review of PDSAs and data</i>):	
	a)	
	b)	
	c)	
	d)	
	e)	
6.	Review key actions, information and decisions	
7.	Plan next meeting agenda	
8.	Evaluate the meeting	
9.	Close	



Agreed actions:

What

Who

When

Improvements needed for next meeting: