

## **Service Improvement Team Ongoing Meeting Agenda**

- I. Welcome** – Chairperson
  - a. Review agenda
  
- II. Service improvement initiative status check** – Entire team
  - a. Discussion of overall progress
  - b. Success stories
  
- III. Report out of each Leadership Action** – Designated champions
  - a. Progress made on action items
  - b. Challenges encountered
  - c. Next steps

Note: It's important to reinforce the linkages between each Leadership Action – each action is part of a cohesive whole. During the report outs, communication or coordination gaps may appear that need to be addressed.
  
- IV. Conclusion** – Chairperson
  - a. Review of commitments – Administrator
  - b. Confirmation of next meeting