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