|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meetings** | **Date** | **Time** (begin and end) | **Location** | **Facilitator** | **Minute Taker** |
| **Today’s Meeting** |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |

Today’s Agenda Points:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Problem Statement:** | **Solution Steps:** | **Who is Responsible:** | **Achieved by:** |
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| **Problem Statement:** | **Solution Steps:** | **Who is Responsible:** | **Achieved by:** |
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| **Problem Statement:** | **Solution Steps:** | **Who is Responsible:** | **Achieved by:** |
|  |  |  |  |
| **Problem Statement:** | **Solution Steps:** | **Who is Responsible:** | **Achieved by:** |
|  |  |  |  |

Assessment of previous problem statement:

| **Problem Statement:** | **Solution:** | **Effectiveness of Solution** |
| --- | --- | --- |
|  |  | Worse  No Change  Imp. but not to Goal  Imp. & Goal met |
| **Problem Statement:** | **Solution:** | **Effectiveness of Solution** |
|  |  | Worse  No Change  Imp. but not to Goal  Imp. & Goal met |
| **Problem Statement:** | **Solution:** | **Effectiveness of Solution** |
|  |  | Worse  No Change  Imp. but not to Goal  Imp. & Goal met |
| **Problem Statement:** | **Solution:** | **Effectiveness of Solution** |
|  |  | Worse  No Change  Imp. but not to Goal  Imp. & Goal met |

Next Steps:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_