

Meeting Review and Improvement

Meeting _____

Date _____

Meeting Standards

- 1 Everybody attending the meeting was given adequate notice of its objectives and process, and had undertaken all the preparation to make it fully effective (inputs, pre-meetings, actions, updates..)
- 2 The objective of the meeting was clear (SMART) to all those attending, and the right people were present to make it fully effective in meeting its objective. It was a good use of people's time.
- 3 There was a clear process for the meeting which was adhered to and was effective in ensuring the objective of the meeting was completed quickly, accurately and efficiently
- 4 Objective data (relevant facts, quantification, and performance measurements) were available to ensure that decisions were made quickly and accurately, with the minimum of waffle
- 5 The conclusions reached, and the actions agreed will make a clear difference to current and future performance. There will be a systematic improvement as a result.
- 6 People attending the meeting were fully supportive of each other. Everybody was involved, was able to contribute, and felt they were listened to.

Performance

5	4	3	2	1	0
Almost totally true	Definitely more true than untrue	Slightly more true than untrue	Slightly more untrue than true	Definitely more untrue than true	Almost entirely untrue
5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Root Cause Analysis for Poor Performing Areas

Actions to Ensure Future Improvement