Implementation team - Meeting agenda

Date:
Attending:
Regrets:

<u>Agenda items may include:</u>

- Follow up items from the last meeting
- Updates of the month
- Implementation planning-specific roles and assignments
- Implementation driver: _____
- Action plan and timelines
- Communication strategies
- Staff engagement
- Data collection and evaluation activity
- Successful stories and celebration
- Next steps and follow-up action plan
- Next meeting:
- Chair: