

## Team Meeting

**Date:**

**Time:**

**Team Members:**

**Leader:**

**Recorder:**

**Time Keeper:**

**Facilitator:**

<b>Aim/Purpose of this meeting:</b> Updates on Lab PDSA Updates on Huddle Time Work on Fishbone/cycle time		
<b>Time</b>	<b>Item</b>	<b>Aim/Action</b>
1 min	Update Huddle meeting Debs back-up/Katrina	Update – working / not working Trained by mid August
2 min	Update on Conference call from July 20 <sup>th</sup> Was it helpful?	Who is reporting out? What changes/ updates do we want to report out?
4 min	Labs-Standardize? Flowchart for new Lab Process	Deb's backup? Training? Update on Lab I
20	Complete fishbone diagram – cycle time Go over new Supply List for rooms	Who will stock rooms? When do we start this action? Who will be back up?
2 min	Next Steps	What do you / team want to accomplish by next week? Who does what? By When?
1 min	Evaluate meeting	Scale of 1-10, how would you rate this meeting. What went well? What can we do to improve for the next meeting and moving forward?