Sample Team Meeting Agenda

8:30 – 8:40 Introduction and overview of agenda
   • Explain the goals of the meeting
   • Review the agenda
   • Orient participants to worksheets, tools and other resources
   • Explain other meeting logistics

8:40 – 9:30 What are possible reasons (contributing factors) for the problems identified in Phases One and Two?
   • Review and discuss the list of process issues from the prior meeting
   • Brainstorm other reasons (contributing factors) for the problems
   • Develop an Affinity Diagram of the contributing factors

9:30 – 10:30 What are the underlying reasons for the problems?
   • Team discussion of the connections between contributing factors
   • Create a fishbone diagram, relationship diagram or cause map (five whys)

10:30 – 10:45 Break

10:45 – 12:15 Which of the underlying reasons will the team attempt to address in Phase Four? For each of the factors, the team will discuss:
   • Equity: Does this factor contribute to the equity issue(s) identified in Phase Two?
   • Primary Factor: Is this factor an underlying contributor to the process problem, or is it a symptom of another underlying contributing factor?
   • Control and Ownership: Can this factor be easily controlled and modified? Do you have sufficient opportunities, resources, and support (stakeholder and owner) to impact the improvement opportunity?
   • Theory and Evidence: Is there a theory or rationale for the contributing factor? Is there evidence that this is a major cause of the problem? Is there evidence to suggest that it is a major factor affecting results?

12:15 – 12:30 Debrief and plan next steps for the team
   • What worked, what didn’t?
   • What comes next?