Monthly Team Meeting

**Date:**

**Location:**

**Questions when implementing a new idea:**

What **single** idea do we want to implement first?

What, if any additional information do we need before taking action? What is our deadline for collecting this information? Who is responsible for collecting this information?

When will this idea be tested? By whom?

Who will evaluate for effectiveness? What tool will be used to capture this information? (After implementing a new idea, it must be evaluated in 1 month)

**Follow Up questions for monthly meetings:**

What idea did we implement that we are discussing today?

In what ways do you feel implementing this new idea has been helpful for you this month?

In what ways do you feel it was more difficult or ineffective?

What, if anything could be done differently to make it work better?

Do you feel this idea is worth continuing? If so, do any adjustments need to be made?