



| Action | ✓ if Completed | Follow Up Notes |
|---|----------------|-----------------|
| 1. Set a date and time in the meeting for a subsequent action planning meeting. | | |
| 2. Review Items with scores of 0 and 1 | | |
| a. Revisit items/comments documented on Action Items list in these areas to inform action planning | | |
| 3. Identify at least three domains for action planning that may be completed within the next 3 months and will be set as regular items on meeting agendas <ul style="list-style-type: none"> a. Look for Quick wins or those items that immediate movement can be made on b. Identify items that potentially have big impact long term (e.g., policy documents) | | |
| 4. Define the Action(s) to be taken. <ul style="list-style-type: none"> a. Who is responsible b. When it will be accomplished c. Create a progress monitoring schedule for problem solving | | |