**Date:**

**Next Meeting Information**

**Date:**

**Time**

**Location:**

**Time:**

**Location:**

**Meeting Leaders:**

**Recorder:**

**ATTENDANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **DEPARTMENT/ROLE** | **Present?** | **NAME** | **DEPARTMENT/ROLE** | **Present?** |
|  |  |  |  |  | Y |
|  |  |  |  |  | Y |
|  |  |  |  |  | Y |
|  |  |  |  |  |  |
|  |  |  |  |  | Y |

**SUMMARY OF DISCUSSION**

| **Start Time** | **Topic (Lead)** | **Outcome** | **Process** | **Notes** |
| --- | --- | --- | --- | --- |
| 1:00 pm  (5 min) | 1. Welcome to the Small Test Design Meeting | Clarify purpose of today’s meeting | Review Agenda  Invite questions |  |
| 1:05 pm  (5 min) | 1. Brief Review of Action Items | Update reflecting work completed | Owners report on changed statuses |  |
| 1:10 pm  (10 min) | 1. Confirm Process changes to test | Come to agreement on what changes may impact the problem | 1. Discuss understanding of test scope 2. Check for consensus agreement |  |
| 1:20 pm  (30 min) | 1. Complete the Small Test of Change Plan (All) | Documented what, who, and when with target dates | 1. Determine what will be tested 2. Determine who is involved 3. Determine when and how the test will occur |  |
| 1:50 pm | 1. Document/Assign Action Items | Identify what we need to know, or do before the next meeting | Action itemowners report out and state target dates |  |

**ACTION ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **OWNER** | **TARGET DATE** | **STATUS** |
| Coach staff according to Small Tests of Change plan document; post results in real time; share at huddles |  |  |  |
| Draft A3 document; share via e-mail |  |  |  |

**PARKING LOT**

|  |  |  |
| --- | --- | --- |
| **ITEM & OWNER** | **DATE ADDED** | **ACTION** |
|  |  |  |
|  |  |  |