



PBC-DIDM First Leadership Team Meeting Checklist

Use this checklist to plan for and document what occurred in the first PBC-DIDM Leadership Team meeting. Indicators do not need to be completed in the order listed. Facilitators are encouraged to review the *Facilitating PBC-DIDM Leadership Team Experiences Guide* in the [Resource Library](#) before holding their first PBC-DIDM Leadership Team meeting.

Program: _____ **Date:** _____ **Duration of Meeting in Min:** _____

Checklist Completed by: _____ **PBC-DIDM Profile Tier at End of Meeting:** _____

Participants: _____

Meeting Indicators	Yes	Partial	No
Getting Started			
1. Thank participants for attending, emphasizing the value of diverse perspectives when making data-informed decisions			
2. Provide an overview of the four parts of the PBC-DIDM Model and facilitation structures that support implementation			
3. Discuss how the PBC-DIDM Model will benefit the program			
4. Use the <i>PBC-DIDM Effort and Effect Cascade</i> to invite participants to reflect on their contributions to the Leadership Team and consider if additional people need to participate in the Team			
Use the PBC-DIDM Implementation Profile			
5. Use the <i>PBC-DIDM Implementation Profile</i> to gather input from Team members about current practices and PBC-DIDM priorities			
6. Review and collaboratively discuss <i>PBC-DIDM Implementation Profile</i> indicators to identify 2-3 priorities for action ¹			
7. Confirm action step details and include information about who is responsible and a timeline for completion in the meeting notes			
Wrap Up			
8. Establish recurring meetings for the Team and send a calendar invite			
9. Establish a shared electronic folder for PBC-DIDM resources			
10. Email notes to the Team and save them in a shared electronic folder			

¹ Document action step details on page 2 of this document or the "Goals" tab in the *PBC-DIDM Implementation Profile*

PBC-DIDM Implementation Profile Priority Indicators:	Actions (Tip: Consider people responsible, timeline materials, and potential supports/challenges):

Leadership Team meeting notes:

Ideas and future priorities we want to remember ...