



## 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
<b>Getting Started</b>			
1. Thank participants for attending, emphasizing the <b>value of diverse perspectives</b> when making data-informed decisions			
2. Provide an <b>overview of the four parts of the PBC-DIDM Model</b> and facilitation structures that support implementation			
3. Discuss how the PBC-DIDM Model will <b>benefit the program</b>			
4. Use the <i>PBC-DIDM Effort and Effect Cascade</i> to invite participants to <b>reflect on their contributions</b> to the Leadership Team and <b>consider if additional people need to participate</b> in the Team			
<b>Use the PBC-DIDM Implementation Profile</b>			
5. Use the <i>PBC-DIDM Implementation Profile</i> to gather input from Team members about current practices and PBC-DIDM <b>priorities</b>			
6. Review and collaboratively discuss <i>PBC-DIDM Implementation Profile</i> indicators to <b>identify 2-3 priorities for action</b> <sup>1</sup>			
7. <b>Confirm action step details</b> and include information about who is responsible and a timeline for completion in the meeting notes			
<b>Wrap Up</b>			
8. <b>Establish recurring meetings</b> for the Team and send a calendar invite			
9. Establish a <b>shared electronic folder</b> for PBC-DIDM resources			
10. <b>Email notes to the Team</b> and save them in a <b>shared electronic folder</b>			

<sup>1</sup> 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 ...