

PBC-DIDM Ongoing Leadership Team Meeting Checklist

Use this checklist to plan for and document what occurred in the 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:** _____

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

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. Discuss progress related to <i>PBC-DIDM Implementation Profile</i> indicators and action(s) identified in the last meeting			
3. Review the Prepare-Look-Think-Act (PLTA) Process and confirm all participants have a shared understanding of the steps			
4. Confirm the PBC-DIDM decision(s) the Team would like to make today, including why making this decision is beneficial for the program			
Prepare			
5. Share prepared data for the decision the Team is making			
Look and Think			
6. Look at the data collaboratively and describe decision-focused strengths and needs . Consider if additional information is needed			
7. Think about the data and collaboratively discuss possible actions aligned with the decision-focus of the meeting			
Act			
8. Prioritize immediate and future action(s) related to the decision(s)			
9. Confirm action(s) and include information about who is responsible and a timeline for completion in the meeting notes			
Wrap Up			
10. Email notes to the Team and save them in a shared electronic folder			

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 ...