

## Improvement Team Meeting Tracker

### A Guide to Advanced Access and Efficiency for Primary Care Providers: Is Your Practice Ready?

<b>DATE:</b>			
<b>TIME START:</b>	<b>TIME END:</b>	<b>REMARKS:</b>	

AGENDA ITEM	TIME	ACTIONS – WHAT, WHO, BY WHEN
Review the agenda		Agenda additions:
What are we trying to achieve?		<input type="checkbox"/> Team members review AA&E program module 1 & 2 on the machealth site <input type="checkbox"/> Team members review the QI charter
Establish Team Roles		<input type="checkbox"/> Team roles identified and responsibilities reviewed a) Team leader is: b) Provider champion is: c) Front office champion is: d) Data gatherer is: e) Other roles that would help our work? (e.g., action item recorder)
Regular QI team meeting schedule		<input type="checkbox"/> Regular QI team meeting schedule determined Our meeting schedule is:
Readiness & capacity assessment discussion		<input type="checkbox"/> Review and discuss readiness and capacity assessment results from Module 2 f) Where did we score low?  g) How could we improve on those areas?
Review date and time of next meeting and set agenda		Outstanding action items and new action items to cover next meeting:

**RECORDED BY:**