**Meeting Objectives and Outcomes**

Meeting Name: Discuss Options for Improvement Process

Meeting Date: 2017-09-18 Time: 11:00 AM

**Meeting Outcomes**

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| **Outcome ID** | **Outcome** | **Risk** | **Stakeholder 1**  **Bob B.** | **Stakeholder 2**  **Ahmad A.** | **Stakeholder 3**  **Kelly K.** |
| 1 | Decide on one of two options. | May not have enough information to make decision | Accountable – decides on which option | Consulting – gives input into the decision | Consulting – gives input into the decision |
| 2 | Satisfactory level of input is given to make decision. | The people in the room aren’t the right people | Accountable – builds consensus with Ahmad and Kelly | Responsible – agrees/disagrees there is enough information | Responsible – consults with members of her team via instant message |
| 3 | Decision is communicated to stakeholders and change board. | Decision is not communicated through formal channels | Accountable – sends communication | n/a | n/a |
| 4 | Decision communicated to improvement process team. | Decision is not communicated through formal channels | Accountable – sends communication | n/a | n/a |
| 5 | Dedicating the experiencing resource on this project to expedite the implementation. | Experience resources are not ready to move in this project. |  |  |  |
| 6 |  |  |  |  |  |

**Meeting Objectives**

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| **Objective ID** | **Objective** | **Risk** | **Stakeholder 1**  **Bob B.** | **Stakeholder 2**  **Ahmad A.** | **Stakeholder 3**  **Kelly K.** |
| 1 | Adhere to agenda. Discuss process issues, not people issues. | Project sponsor Bob is frustrated and may use meeting to associate blame. | Serves as the meeting leader | Serves as recorder | Serves as time keeper |
| 2 | All people needed are invited to the meeting | Wrong decision may be made during the meeting | Reviews meeting attendees list | n/a | Reviews meeting attendees list |
| 3 | All people needed have accepted the meeting invite | Wrong decision may be made during the meeting | Presenter notifies Bob to get right people to accept meeting invite | n/a | n/a |
| 4 | Presenter serves as facilitator | n/a | n/a | n/a | n/a |
| 5 |  |  |  |  |  |