**Summary of outcome of meeting**

**Date:** 9th June, 2015

**Time**: 2:20pm – 3:15pm

**Purpose of meeting:** design the PPH seminar

**Scope of seminar:** Introduction

ANC preparation

Intrapartum care

Postpartum care

Conclusion

**Duration of seminar:** 2hours

**Venue of seminar:** FWex

**Date of seminar:** to be fixed later

**Important stakeholders:** Dr Olanrewaju

Dr Ajani

Matron Alo

Sis. Abdulaziz

Sis. Iroesika

**Possible causes of failure:**

* People not Informed

Solution: ensure awareness through early poster, one-on-one communication, text message

* Poor attendance

Solution: matron to institute sanctions, Dr Olanrewaju to institute sanctions, ensure refreshment

* Poor attention during seminar

Solution: pre-assessment test, post-assessment test, ensure video seminar, simple and concise presentation

* People pay attention but don’t’ understand/forget

Solution: ensure a summary slide, print hand-out, pass outcome of seminar circular

**Post-seminar measurements:**

Outcome – August PPPH incidence data

Balancing – new problems caused by outcome of seminar

Process – compliance with outcome of seminar

Roles and Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Roles | Dr Balogun | Dr Oyinloye | Staff Opeyemi | Staff Onifade |
| Seminar prep | Acct | Consult | Resp | Inform |
| Seminar presentation | Resp | Resp | Resp | Consult |
| Stakeholder buy-in | Resp | Consult | Inform | Acct |
| Outcome measurement | Inform | Acct | Inform | Inform |
| Balancing measurement | Resp | Resp | Resp | Acct |
| Plan process measurement | Consult | Acct | Inform | Resp |
| Collect process measurement | Resp | Resp | Acct | Resp |
| Cost estimation | Resp | Consult | Acct | inform |

Kindly confirm receipt of this mail and go through it to ensure that it is as we agreed.

Thanks.