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**Department/Area of Focus**

**Name of Meeting**

Date:

**Attendees**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | | | |
| **Action** | **Owner** | **Due Date** | **Notes/Comments** |
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**Purpose Statement**

**In Scope**

**Out of Scope**

**Prioritizing Improvement Actions**

**High Impact/Low Effort**

**High Impact/High Effort**

## IDEA TREE: (a place to highlight and capture ideas that are floated in the work session)

* XXX
* XXX
* XXX
* XXX

**Notes:**