Status & Solutions Agenda Example

Why use this agenda?
During the status and solutions routine, there is an opportunity for each implementation team to add the status of their action steps to the agenda. This streamlines the conversation and provides the opportunity to share successes and determine what is needed to support future work. The end of the agenda provides a table for clearly articulating next steps. The next steps table can be copied and pasted to the top of the agenda to review status during the next routine.

How to use this agenda:
Copy and paste this meeting agenda to the top of the document for each new meeting. Typing the date of the meeting where it says "Routine Date" will populate the outline and allow members to easily find the agenda for past meetings.

<table>
<tr><td colspan="3" align="center">

Routine Date

Time
Location:
Virtual link:
</td></tr>
<tr><td colspan="3">Attendees:</td></tr>
<tr><td colspan="3">Vision:</td></tr>
<tr><td colspan="3">To Prepare For This Meeting Please:</td></tr>
<tr><td colspan="3">Schedule xx minutes</td></tr>
<tr><td>TIME</td><td>MIN</td><td align="center">ACTIVITY</td></tr>
<tr><td></td><td>5</td><td>

● **Check-in**

● **Meeting Objectives:**
  ○ Review progress on each priority to determine successes, challenges, and next steps
  ○ Review upcoming steps in action plan to identify possible areas for support

● **Review Norms**
</td></tr>
</table>

- Take an inquiry stance
- Ground statements in evidence
- Examine your intent and own your impact
- Start and end on time
- Stick to protocol
- Be here now

- **Roles:**
  - Facilitator:
  - Note Taker:
  - Next Steps Tracker:
  - Timekeeper:

Next Steps review from prior meeting

What will happen	By Whom	By When	Status?

Objective 1: Review progress on each priority to determine successes, challenges, and next steps

Priority:				
Goal				
Implementation Lead				
Reporter				
To be completed before the monthly meeting (Add numbers in gray box below status)	**# of Steps Not Yet Started**	**# of Steps Behind**	**# of Steps On Time**	**# of Steps Complete**
	What was the most impactful accomplishment with respect to your strategies?			

	Outputs Completed	
	What assistance has been helpful?	
	Challenges to Implementation	
	Steps have been taken to reduce the challenges?	
	What assistance can others provide in order for the work to move forward?	

Priority:				
Goal				
Implementation Lead				
Reporter				
***To be completed before the monthly meeting** (Add numbers in gray box below status)*	**# of Steps Not Yet Started**	**# of Steps Behind**	**# of Steps On Time**	**# of Steps Complete**
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provide in order for the work to move forward?	

Priority:				
Goal				
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To be completed before the monthly meeting *(Add numbers in gray box below status)*	**# of Steps Not Yet Started**	**# of Steps Behind**	**# of Steps On Time**	**# of Steps Complete**
	What was the most impactful accomplishment with respect to your strategies?			
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	What assistance has been helpful?			
	Challenges to Implementation			
	Steps have been taken to reduce the challenges?			
	What assistance can others provide in order for the work to move forward?			

Objective 2: Review upcoming steps in action plan to identify possible areas for support

1. **Review action steps and timeline.**
2. **What are the intended outcomes? Does that align with current needs?**

3. What needs to happen to support these actions? When?

Priority	Action Step	Intended Outcome	Support Needed?	Timeline

Notes:

5	**Review next steps from this meeting**

What will happen	By Whom	By When

5	**What worked well about this meeting and what we would have liked to change?**

Continue to...	Consider trying...