

Data Review Meeting Agenda Template

Introduction

The Data Review Meeting Agenda Template on the next page can be used by implementation teams to support consistent use of data during meetings to assess implementation progress and solve implementation challenges. The template includes a facilitation process — W³ (What, So What, Now What)¹ — that teams can use to analyze data, assess patterns and make recommendations for improvement. Implementation teams can customize the template based on their implementation improvement priorities. Also included is an action planning table to identify and track agreed-upon next steps, who is responsible, what resources are needed and when each step will be completed.²

¹ Lipmanowicz, H., & McCandless, K. (2014). The surprise power of liberating structures. Liberating Structures Press. Activity outline retrieved from <http://www.liberatingstructures.com/lis/>

² The Results Count Aligned Action Commitment form can be used in place of the action planning table to help participants make and track actionable commitments to push the work forward. This tool includes action and alignment ratings, which can be used to assess the strength of the action commitments.

Data Review Meeting Agenda

Date:

Time:

Location:

Visuals & Audio:

Facilitator:

Notetaker:

Timekeeper:

Attendees:

Regrets:

Objectives/Intended Results:

By the end of the meeting, participants will:

- conduct a data-driven discussion for improving implementation using the W³ (What, So What, Now What) facilitation process;
- assess data and identify trends; and
- co-create strategies and next steps to improve implementation.

Time	Task/Activity & Notes
	Welcome and Check-in
	What: <ul style="list-style-type: none"> • What data are we reviewing today? Have data been disaggregated by race/ethnicity as well as relevant subpopulation characteristics (e.g., gender, socioeconomic status, geography)? • What stands out? • Are there patterns in the data? <ul style="list-style-type: none"> ○ Are there trends or patterns over time? ○ Are we noticing any trends or patterns among disaggregated subpopulations?
	So What: <ul style="list-style-type: none"> • Why is this important? • What conclusions can we make? • What progress/changes have we seen since our last meeting?
	Now What: <ul style="list-style-type: none"> • What actions make sense based on these data? • What implementation supports might need to be strengthened? • What support do staff need? • How will we determine that progress is made?
	Closing

Identified Follow up Actions & Plan

<i>Action Needed</i>	<i>Resources</i>	<i>Person Responsible</i>	<i>Timeframe</i>

Meeting Guidelines

- Listen and show you hear.
- Own both your intentions and your impact.
- One speaker at a time
- It’s ok to disagree – address problems, not people.
- Take turns: Individuals who speak frequently and first should pause and allow others to speak; individuals who rarely speak should contribute as they feel comfortable.
- Permission to be messy
- Make the most of our time: Be present by limiting distractions and multitasking that pull focus from the meeting’s goal(s).
- Take care of yourself: Take bathroom/water/stretch breaks as needed
- Wear your team jersey: While we all have individual goals and agendas, we are part of a larger collective. Our meeting is for the team. Be here as a team player, thinking about what will advance our group and the field’s goals.
- What else?