SAMPLE MEETING AGENDA – RTSCC STEERING COMMITTEE

Call to Order and Roll Call of Committee Members (Chairperson) ............................................................. 2 min

Introduction of invited guests and other attendees .......................................................................................... 3 min

Steering Committee Report (Pre-distribute written reports on each of the items below) ...................................... 15 min

  - Review current performance level and trend graph of on TSC composite metric (Weighted roll-up of composite performance metric made up from each of the sub-committees composite scores) ........................................ 2 min

  - Reports on any active cross-condition improvement projects ........................................................................ 2 min (per item)

  - Presentation of recommended new cross-condition improvement projects .................................................. 2 min (per item)

  - Reports on any publications or presentations ......................................................................................... 2 min

  - Questions / Discussion ......................................................................................................................... (Remaining time available)

Sub-Committee Reports (same for each; Pre-distribute written reports on each of the items below) ..................... (Suggested limit of 15 min per sub-committee)

  - Review current performance levels and trend graphs on key metrics ......................................................... 2 min

  - Reports on any active improvement projects ............................................................................................. 2 min

  - Presentation of recommended new improvement projects ............................................................................. 2 min

  - Reports on any publications or presentations ............................................................................................. 2 min

  - Questions / Discussion ............................................................................................................................. 7 min

Additional Discussion and New Business ......................................................................................................... (Remaining time available)

Adjourn