



Systems of Care

AN ACC CLINICAL TOOLKIT

SAMPLE MEETING AGENDA – CONDITION SPECIFIC SUB-COMMITTEE

Call to Order and Roll Call of Committee Members (Chairperson)	2 min
Introduction of invited guests and other attendees.....	3 min
(Pre-distribute written reports on each of the items below)	
Review current performance levels and trend graphs of key metrics.....	5 min
Toll gate reviews on any active improvement projects.....	10 min (per project)
Presentation of proposed new improvement project charters.....	10 min (per project)
Reports on any publications or presentations.....	2 min
Additional Discussion and New Business.....	(Remaining time available)