

## Meeting Logistics

Project: 5.2.49 Guiding School Teams Through Continuous Improvement: Session 1	
Topic: Identifying a Change Practice	
Date: 10/22/2021	Time: 12:00-2:00pm EST
Location: Zoom	
Facilitators: Johanna Barmore, Gina Lucchesi, Lauren Agnew	Note taker: Adrianna Corriveau

## Agenda

ID	Discussion Item	Topic(s) or question(s) for consideration	Duration	Facilitator
1	<b>Welcome and ice breaker</b>	Staff will briefly introduce themselves and engage in Jamboard ice breaker	15 min	Johanna
3	<b>Overview networked improvement communities (NIC) and the Plan-Do-Study-Act (PDSA) Cycle</b>	Review key aspects of the NIC model and PDSA cycles	10 min	Johanna
4	<b>Jamboard discussion</b>	What is similar between PDSA cycle and annual cycle of improvement? What is different?	10 min	Lauren
5	<b>Root-cause analysis and fishbone diagram</b>	Overview of how to conduct root cause analysis through a Fishbone activity	10 min	Gina & Lauren
6	<b>Breakout</b>	Have you engaged in root cause analysis using fishbone diagram process? If not, what are the benefits?	20 min	Gina & Lauren
6	<b>Identifying change practice and Driver Diagram</b>	How the team can help schools identify a change practice through using the Driver Diagram	10 min	Gina & Lauren
7	<b>Breakout</b>	Have you used a driver diagram to help schools identify a change practice? If not, what are the benefits?	20 min	Gina & Lauren
8	<b>Continuous Improvement Toolkit</b>	A deeper dive into what the Continuous Improvement Toolkit can offer teams as they guide schools through the PDSA cycle	15 min	Johanna
9	<b>Closing</b>	A brief share out of one takeaway from the day and one question for next meeting	10 min	Johanna

## Meeting Materials

- Handout 1: Continuous Improvement Toolkit
- Jamboard activity