

Workgroup Team Name

Date

Agenda

- Member check-in
- Brief summary of last meeting, including planned action items
 - Updates on action items
- Goal:
- Objective 1
 - Metrics
 - Accomplishments
 - Challenges
 - Next Steps
- Objective 2
 - Metrics
 - Accomplishments
 - Challenges
 - Next Steps
- Objective 3
 - Metrics
 - Accomplishments
 - Challenges
 - Next Steps
- Complete IHP Workgroup Status Report
- Action items
- Next meeting date