

Team Meeting

June 27, 2007

8:00 am

L112

| | | | |
|---------------------------|---|-------------------------|---------------------|
| Meeting called by: | Kara Larkan-Skinner | Type of meeting: | Preparation |
| Facilitator: | Kara Larkan-Skinner | Note taker: | Kara Larkan-Skinner |
| Timekeeper: | n/a | | |
| Attendees: | Kara Larkan-Skinner, Bob Austin, Damaris Schlong, Sharon Doggett, Sally Evans, Mark Hannah, | | |

Please read:

Please bring:

Minutes

Agenda item: Report on NIS PET forms and outcomes **Presenter:**

Discussion:

Conclusions: 89% had outcomes; 96% of PETs received

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |

Agenda item: Continue to Build PPT **Presenter:**

Discussion: Reviewed 6 PET forms for Best Practices Examples, narrowed down to 5

Conclusions: PET form needs to be a good example all the way across the board from goal through use of results.

| Action items | Person responsible | Deadline |
|---|--------------------|----------|
| ✓ Kara will contact PET Dpt to get raw data | | |
| ✓ Kara will edit remaining PETs to re-present at the July Meeting | | |
| ✓ | | |
| ✓ | | |
