RCA Meeting Agenda

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| **DATE:** |  | **Participants:** |
| **RCA Step:** |  |  |
| **Meeting Objectives:** |  |
| **Time** (min.) | **Agenda Item** | **Notes** |
| 5 | Opening  (suggested activities: team banter, select a feeling word, norm, or respond to a question) | |  |  | | --- | --- | | Name | Two words to indicate how you are feeling today | |  |  | |  |  | |  |  | |  |  | |
| 20 | Status update  (suggested activities: share updates on tasks, troubleshoot barriers) |  |
| 10 | Lingering questions |  |
| 20 | Plan and assign next steps | |  |  |  | | --- | --- | --- | | Next Step | Person Responsible | Due Date | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| 5 | Closing  (suggested activities: predict/mitigate, document something you are looking forward to) |  |