

	<ol style="list-style-type: none"> 6. When is our next meeting and what do we intend to cover? 7. What worked well today and what do we want to change for next time?
<p><u>PHASE3:</u></p> <p>AFTER THE TASK TEAM MEETING</p>	<ol style="list-style-type: none"> 1. Have the notes been completed and distributed within the agreed upon timeframe? 2. Is everyone working to complete their action items and agreements? 3. Have we communicated (i.e. teleconference) as needed between meetings? 4. Has everyone read the notes before the meeting, especially those members who were unable to attend? 5. Does anyone outside the Task Team membership need to be contacted and kept up-to-date? 6. Have we celebrated the milestones? Have we identified an end date, or set a deadline and finalize by that date? 7. Have we refocused the team's goals and made updates or corrections? 8. Have we asked management to review the minutes and notes for aligned focus?