EXAMPLE ESSI TEAM AGENDA

Date:

Attendance:

Topic/Agenda Item	Discussion Points	Next Steps (Timeline and Person Responsible)

10 Steps to Getting Started with ESSI	- **Team Roster Overview**
	  o *Is our roster complete and up to date?*
	  o *Is there anyone missing?*
	  o *Is everyone on the email list?*
	- **Meetings**
	  o *Pick a date to set a recurrent meeting*
	- **Data Form**
	  o *Go over structure measures*
	  o *Who will be responsible for collecting specific data measures?*
		- Reach out to individuals on the unit who may be participating that were not initially listed on the roster *(next 2 weeks)*

Data Plan	- Who will be responsible for data collection? - Who will be responsible for data submission?	- Email ILPQC to ensure individuals have REDCap privileges *(next 2 weeks)*
Healthcare Professional Education: Equitable and Respectful Care Implementation Plan	- What current safe sleep education is in place at our institution? What's missing?	- Draft a 30/60/90 Day plan for completion of ESSI 4 Educational Components - Review resources listed under Driver 1 on ILPQC

Next Meeting Date: