**PILOT PROJECT MEETING RECORD**

To be completed during each Pilot Team meeting.

Pilot Title:

Date:

Attendees:

Regrets:

**PILOT PROGRESS CHART**

☐ Update Pilot Progress Chart

☐ Upload to H Drive

If no, why?

**SINCE THE LAST MEETING:**

1. **Progress, Learning and Successes:**
2. **Challenges and Roadblocks:**

**NEXT ACTION STEPS:**

* **Action:**

**Person Responsible:**

**Timelines:**

**Resources Needed:**

* **Action:**

**Person Responsible:**

**Timelines:**

**Resources Needed:**

* **Action:**

**Person Responsible:**

**Timelines:**

**Resources Needed:**

**COMMUNICATION**

Is the information worth sharing?

☐ Yes

☐ No

Is it time to provide stakeholders with a pilot update?

☐ Yes

☐ No

If yes, **WHO** - which stakeholders?

**WHY** - for what purpose? (an update, a call to action, to alleviate a concern, answer questions, etc)

**HOW** might you best reach your stakeholders? (email, staff meetings, video, newsletter, etc)

NOTE: All communication requests are sent by email to the Pilot Admin Support to the REAL Change Communication Committee within 24 hours of the Pilot Meeting, for review and to determine next steps.

**ADDITIONAL MEETING NOTES:**

**The GARDEN** (A place to plant ideas that you don’t want to lose):

**NEXT MEETING DATE:**