## STRUCTURED IMPROVEMENT MEETING MATRIX

## **Project Objective:**

	Meeting Details	Purpose How does this meeting support the project objective?	Attendees Who is essential for this meeting?	Information Which reports and information are needed to make decisions?	<b>Decisions</b> Which decisions should be made in this meeting?	Escalation Which conditions should be escalated out of this meeting?
Strategic						
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<b>Operational</b>						