

Appendix 4: Meeting Agenda

Name of Peer Review Group
Meeting Title (main topic of discussion)
Meeting Agenda

Date:

Time:

Venue:

Meeting facilitator:

Aim(s):

Objective(s):

- 1. Discuss key points arising from previous meeting and any changes made to practice**
- 2. Introduce topic of discussion**
- 3. Group to discuss topic**
 - Share existing practice
 - Literature
 - Guidelines
 - Policy
 - Share experiences
 - Review existing practice in light of discussion
 - Identify areas for change
- 4. Plan next meeting**
 - Topic, Date and Time, Location, Meeting Facilitator
- 5. AOB**
- 6. Summary of meeting**

Task List

Individual member tasks after the meeting:

1. Complete individual reflection learning log

Facilitator tasks after the meeting:

1. Record minutes
2. Complete PR2 **for this meeting only (for funded groups)**
3. Complete attendance register
4. Issue CPD certificates

Facilitator tasks after cycle of 5 meetings completed (for funded groups):

1. Ensure PR2 has been completed for all meetings
2. PR3 - payment claim form