## Follow-up Checklist

After the meeting, it is important to provide notes to participants and follow up on any action items resulting from the meeting. This checklist assists protocol leads in thinking about follow-up actions needed after the data meeting.

**Facilitator Reflection**

* What went well? What could have gone better?
* What did you observe, if anything, that the leadership for this work needs to keep in mind?
* If there is another meeting, what would be the purpose and areas of focus?

**Action Items**

* If leadership for this work was not present, meet with him/her to debrief and share plus/delta (+/Δ).
* Determine whether you will need additional meetings and who needs to be present.
* Schedule additional meetings.
* Send meeting notes to designee or group members, including any written plan, updates from leadership, and dates for future meetings, if appropriate.
* Follow up on action items with persons responsible or check in with the person who will be doing follow-up.