

IMPACT Meeting Team Update Worksheet

• Update(s)

Please itemize the topics or themes you want to share an update on. Start with point-form and use the following prompts to build out that information.

• Details

Who is involved? What is the timeline? Do you require insight, advice or support from other team members?

Self-Check: Is this a brief update or best served as a future *Collaboration Meeting* topic (requiring further conversation)?

• Why is this important/relative?

How has this impacted you, Lifetime Member or Network? Has this update informed the way you work? What are you learning?

• Next Steps

What is next? Will these next steps be helpful to other team members and their work? Do you require support or additional resources?

Note: *This form is for individual use and meant as a framework for your 5 minute update at each month's IMPACT Meeting. Please use these prompting questions as a guide to prepare a concise update for the team and keep track of your month-to-month outcomes.*