

4. Compliment the achievements; summarise problems identified.

A.	B.

5. Ask for and discuss ideas to solve the problems identified.

A.	B.

6. Decide and record specific actions and timing; set a follow up date.

A.	B.

Commitments given.

A.....

B.....

Timescale for actions.....

Date of next meeting...../...../.....

Purpose/type of next meeting.....

