

Meeting Guide

Understand the purpose of the meeting and the information you wish to get out of it. The table below can help you outline your goals and how they will operate in practice.

Intervention	Kitchen Manager/head chef attends HCA handover meeting each morning to understand resident status and food needs
Purpose for the meeting	
How does it work in practice (agenda items, just sit and listen, what information are you looking for)	
Discussion points for the meeting	
Use of information gained at the meeting	