The following agenda is a template that you can tailor to your own needs.

The topics provided are just discussion topic examples. Please edit the topics to best fit your needs.

**SUCCESS KICK-OFF MEETING AGENDA**

Date:

Time:

Facilitator:

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| Time | Item | Owner |
|  | 1. Introductions |  |
|  | 1. 2024 SUCCESS project kick-off video |  |
|  | 1. Review data feedback report **(only available to sites who participated in Year 1)** |  |
|  | 1. Key SUCCESS toolkit items (https://msqc.org/success/):    1. Perioperative Urinary Catheter Use Guide (MAP Poster)    2. 10 Practical Tips for Safe Catheter Insertion Booklet    3. Urinary Retention Algorithm    4. Algorithm for Voiding Trials    5. Coude Catheter Insertion Video |  |
|  | 1. Implementation plan for 2024    1. Services    2. Toolkit items to focus on    3. Feedback mechanisms/sharing data |  |
|  | 1. Sustainability plan |  |

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**SUCCESS KICK-OFF MEETING AGENDA**

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