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
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|  | 1. Review data feedback report **(only available to sites who participated in Year 1)**
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|  | 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
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|  | 1. Implementation plan for 2024
	1. Services
	2. Toolkit items to focus on
	3. Feedback mechanisms/sharing data
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|  | 1. Sustainability plan
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**SUCCESS KICK-OFF MEETING AGENDA**

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| Time | Item  | Owner  |
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