**PPG Toolkit** | **V2.0** | March 2024 | **#PPGsinLeeds**

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**Appendix D**

Agenda template

**INSERT YOUR PRACTICE LOGO HERE**

(Practice Name)

**PPG Meeting, Meeting 7**

Monday 17 February 2020, 1:30pm – 3:00pm

**Agenda**

**1:15pm – 1:30pm:** Arrival and drinks

**1:30pm – 1:35pm:** Welcome, introductions and ground rules.

**1:35pm – 2:00pm:** Updates:

* Update from Practice Manager
* Update on project work
* Update from PPG Network meetings
* Updates on action plan/quality indicator checklist

**2:00pm – 2:30pm:** Supporting the Maternity and Neonatal Consultation (Guest speaker, Adam Stewart, NHS ICB in Leeds)

**2:30pm – 2:45pm:** Supporting this year’s flu clinics (Practice Manager and Chair)

**2:45pm – 3:00pm:** Actions, Next Steps and AOB

**Date of next meeting:** Thursday 28 May 2020, 4pm – 6pm