**GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST**

**xx EXPERIENCE BASED CO-DESIGN PROJECT GROUP MEETING**

TO BE HELD AT [START TIME] UNTIL [END TIME] ON [DATE]

IN [VENUE]

A G E N D A

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Welcome |  | **[STAFF MEMBER]***[DESIGNATION]* |
| 2 | Introductions and Apologies | **Verbal** | **All** |
|  | **For Discussion** |  |  |
| 3 | Overview of Experience Based Co-design methodology | **Verbal**  | **[STAFF MEMBER]***[DESIGNATION]* |
| 4 | Role of the project group incl. frequency of meetings | **Enc 1** | **All** |
| 5 | Parameters of projecte.g. purpose, agree inclusion/exclusion criteria of interviewees | **Verbal** | **All** |
| 6 | Draft project timeline | **Enc 2** | **[STAFF MEMBER]***[DESIGNATION]* |
| 7 | Communications | **Enc 3** | **[STAFF MEMBER]***[DESIGNATION]* |
| 8 | Any Other Business | **Verbal** | **All** |
|  |  |  |  |
|  | **Date, Time and Venue of next meetings:**  |