

a successful PRCC MEETING CHECKLIST



- Arrive on time.** This shows respect for other PRCC members and the process.
- Set the tone and demonstrate the principles** that should guide every step of the PRC process:
 - Joint problem solving, collaboration, and mutual respect;
 - Participation and seeking opportunities for resolution;
 - Full, consistent disclosure of available and relevant information;
 - Promotion of a just culture;
 - Adhere to Collective Agreement Language: Article 36: Professional Responsibility
 - Organizational Engagement
- Minute Taking Tips:**
 - Keep it simple.** Your notes do not have to consist of a word-for-word record of what everyone says in the meeting. You don't have to jot down every word or idea – just focus on the ones that are agreed upon and make a note of who suggested it. Meeting minutes are a summary of the actions taken and the discussions that are had in the meeting.
 - Listen before writing.** Listen to each point first before trying to write everything down. This way, you will be able to figure out what needs to be recorded, and to summarise what was said. The minute-taking process does not have to feel like a “do or die” process. If you have missed something important, simply make a note on the side so that you remember to ask the relevant person after the meeting.
 - Use bullet points and key words.** Instead of using full sentences, make use of bullet points to write down lists of suggestions and comments. Using keywords is a lot quicker and easier than writing out full sentences.
 - Avoid** directly quoting individuals or including unsubstantiated or subjective information or opinions.
 - Status and Action.** Record the status of each PRC (resolved or unresolved) and action (awaiting response, awaiting information, further discussion required, evaluation and monitoring, advanced).
 - Summarize** the discussion and agreed upon actions items, including the lead(s), after each agenda item.
- Next Meeting.** Try to confirm the date, time, and location of the next meeting.