

Template for Outbreak Investigation Team Meeting Agenda

Date and Time of Meeting	
Participants <ul style="list-style-type: none">• List of participants• Agency of each participant	
Situation update <p>Short bullet statements with key points or information items (e.g., new cases, results of various environmental health and epidemiologic investigations, laboratory results)</p>	
Considerations <ul style="list-style-type: none">• Indicators of multijurisdictional outbreak• Ability of investigating agencies to continue response• Need to involve other partners (specify)	
Action items <ul style="list-style-type: none">• Actions following from discussion, including additional investigation steps or analyses of data, sharing of information with other partners, implementation of control measures• Person responsible for reporting status at next meeting	
Next meeting <ul style="list-style-type: none">• Date and time of next meeting/call• Reminder of dial-in procedures if necessary	