

SAMPLE AGENDA FOR QPOR MEETING WITH MPP

***RNAO members should meet 15 minutes prior to scheduled start time

1:00 p.m.	Thank MPP for meeting Introduction of RNAO members Thank MPP for past support of RNAO events (specifics if any)	Chair
1:05 p.m.	Highlight key issues to be addressed (Need to confirm key messages with RNAO team)	Chair
1:10 p.m.	Reinforcement of key messages Specific/personal examples from workplace/community (confirm order / prepare and practice remarks beforehand)	Nurses
1:35 p.m.	Ask questions to MPP using RNAO list Record answers/comments/questions by MPP	Chair/Team Recorder
2:00 p.m.	Conclusion-thank MPP for meeting Ask permission to take Group photo Take Group photo	Chair
2:05 p.m.	Debrief at a separate location to coordinate and document Observations of MPP response	Chair
	***Highlight any disagreement with platform (if any) Clarify and confirm MPP's request for information (if any) Confirm who is following up with Home Office/MPP	

Send recorder sheet/other information back to Shelley Martel at smartel@rnao.ca

We know you will do a great job in advocating for nursing, health and health care.

Thank you so much for making RNAO's Queen's Park on the Road, a success!!