

## Idea System Huddle:

### Huddle Schedule:

- Day of the Week:
- Time:
- Location:

### Example Idea Criteria:

- Locally owned and managed
- All of us are empowered to implement ideas
- Ideas are no or low cost/high impact
- Can be implemented within 1-30 days
- Aligns to Hospital and department goals
- Involves you in the solution

### Example Huddle Ground Rules:

- Be creative and build on the ideas of team members
- Huddle meetings are held regardless of who is/who is not present.
- Suspend judgment of ideas – ask questions instead
- One conversation at a time
- Keep the meeting under 30 minutes or less (assign a time keeper)
- If there are too many ideas to discuss, prioritize 2-3 to discuss at the start of the meeting
- Review the board prior to the start of each meeting

### Example Huddle Agenda:

1. Vote or review votes on new Ideas to discuss (3 votes per person)
2. Celebration – Ask team: Anything to celebrate or recognize this week?
3. Action items due this week: status update, move idea card to next step (if applicable)
4. Discuss new ideas – problem, why it's happening, idea, assign owner(s)
5. End meeting when out of time or all ideas in progress discussed
6. Reflection on action: How did the huddle go today? What went well? What can we improve on?