

Example Practice Patient Participation Group (PPG)

Day, date and time of meeting

Location

A G E N D A

1. Welcome and Introductions 5.00pm
Keeping an estimate of timings on the agenda ensures that the meeting can run to time and no section overruns.
2. What is a PPG? 5.05pm
3. Roles 5.20pm
It would be good to provide a brief summary of what roles are available, what roles the group feels there should be and do a quick vote for who would like to take them on.
4. Terms of Reference 5.40pm
The first time your group meets you should try and draft a Terms of Reference to be followed and a constitution so that everyone in the group knows what to expect and what is expected of them.
5. Frequency of meetings 6.00pm
6. Agenda for next meeting 6.10pm
7. Any other business 6.20pm