**PPG Meeting Action Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of PPG Meeting** | **Item** | **Action** | **By Whom** | **Progress** |
| **09/01/2024** | **Dementia Feedback** | **Jack to invite Gwynneth Owen to the March meeting to give feedback on the Dementia project.** | **Jack** | **Completed** |
| **09/01/2024** | **Noticeboards** | **The group to meet at reception at 5:30pm for the next meeting and spend 15 minutes reviewing the noticeboards, which they feel could be removed, what they would produce and on what topics.** | **Group** | **To be completed 12/3/24** |
| **09/01/2024** | **Banner** | **Waiting room banner to be designed in conjunction with the above noticeboard review i.e. if the PPG info was on a banner this would free a noticeboard for a healthcare topic.**  **PPG money available to fund when designed.**  **Muster’s banner in the waiting room for inspiration.** | **Group** |  |
| **09/01/2024** | **Future of Health in Rushcliffe Event** | **Ideas & suggestions to be sent to Paul Midgley (Sherie has contact details)**   * **Section on self-care for patients** * **Sources of information on private healthcare so patients have the options** * **Promote all services – free and a cost** | **Group** |  |
| **09/01/2024** | **Future of Health in Rushcliffe Event** | **Linda and Sherie happy to help. Paul Midgley to be contacted to arrange** | **Linda & Sherie** |  |
| **09/01/2024** | **Phone Message** | **Group feedback to be reviewed when editing phone message:**   * **Able to go straight to reception i.e. press 0 and bypass the message** * **When in a main menu option, the ability to press a button to go back to the main menu or to go to reception** | **Jack** |  |
| **09/01/2024** | **Chair** | **Any member who would like to assume the role of PPG chair to let Jack know.** | **Group** |  |