

Sample Site Visit Agendas

Level 2 – one-day site visit

<i>Hours</i>	<i>Agenda Item</i>
8:00 – 8:30 a.m.	Introductory Meeting
8:30 – 9:30 a.m.	Category 1
9:30 – 10:30 a.m.	Category 2
10:30 – 11:30 a.m.	Category 3
11:30 – 12:30 a.m.	Lunch and caucus
12:30 – 1:30 p.m.	Category 4
1:30 – 2:30 p.m.	Category 5
2:30 – 3:30 p.m.	Category 6
3:30 – 4:30 p.m.	Category 7
4:30 – 5:00 p.m.	Closing Meeting

Level 3 – two-day site visit

Hours		Team Member			
		A	B	C	D
Day one a.m.	1.5 hours	Cat. 1	Cat. 1	Cat. 2	Cat. 2
Day one p.m.	3 hours	Cat. 5	Cat. 4	Cat. 5	Cat. 4
Day two a.m.	2.5 hours	Cat. 6	Cat. 6	Cat. 3	Cat. 3
Day two p.m.	3 hours	Cat. 7	Cat. 7	Cat. 7	Cat. 7

Level 4 – three-day site visit

Hours		Team Member				
		A	B	C	D	
Day one	9:00 a.m. – 11:00 .am.		Opening meeting			
Day one	11:00 a.m. – 4:00 p.m.	Cat. 1	Cat. 1	Cat. 2	Cat. 2	
Day two	8:30 a.m. – 3:00 p.m.	Cat. 4	Cat. 3	Cat. 3	Cat. 4	
Day two	3:00 p.m. – 4:30 p.m.	Cat. 5	Cat. 6	Cat. 6	Cat. 5	
Day three	8:00 a.m. – 12:00 p.m.	Cat. 5	Cat. 6	Cat. 6	Cat. 5	
Day three	1:00 p.m. – 4:00 p.m.	Cat. 7	Cat. 7	Cat. 7	Cat. 7	

Sample Site Visit Agendas (cont.)

Notes:

- Within the time segments, time is allowed for periodic team caucuses.
- Time also is allowed for team members to meet briefly with their counterparts to request data prior to the assigned review time. For example, on day one of the Level 4 site visit, additional data may be requested concerning categories 5 and 6, which are scheduled for the second and third days.
- The Level 3 sample schedules assume sub-teams of two members each, with all four members together for the category 7 (Results) review on the second afternoon.
- Team membership is rotated on sub-teams.
- Teams with five or six members will construct similar, but expanded schedules.