
Agenda pilot audit – Day 1

Time	Topic
8:30	Test
9:30	Break
9:45	Opening meeting
10:45	Site tour
12:00	Lunch
13:00	Interviews and document review
16:00	Prepare daily debriefing meeting
16:30	Debriefing meeting
17:00	Questions, Answers, Open Discussion
17:30	Adjourn

Agenda pilot audit – Day 2

Time	Topic
8:30	Recap of day 1 and planning of day 2
8:45	Interviews and document review
11:00	Prepare for close-out meeting: writing of findings
12:00	Lunch
13:00	Prepare for close-out meeting: writing of findings
14:00	Break
14:15	Close-out meeting
16:15	Break
16:30	Questions, Answers, Open Discussion
17:00	Close