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| --- | --- | --- | --- | --- | --- | --- |
| BLACKBOX REVIEW SHEET: | | | | | | |
| **TITLE GOES HERE** | | | | | | |
| **Stakeholders in meeting: ADD NAMES OR INITIALS HERE** | | | | | | |
| **Category / Topic** | **What went well?** | **What can be improved?** | **Actions to be taken?** | **P.I.E?** | **Who?** | **When?** |
|  |  |  |  |  |  |  |
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|  | N.B. You can add more rows! |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **MEETING REVIEW:** | | | **DETAILS:** | | | |
| Have PIE Scores added? | | |  | | | |
| Have Dates AND Names been added to tasks? | | |  | | | |
| Has a review meeting been booked into the calendar within the next 30 days? | | |  | | | |
| Was the meeting run to time booked in? | | |  | | | |
| Any other business? | | | Details to go here if so | | | |

For help in using this template please visit: [www.data-hive.co.uk/blackbox](http://www.data-hive.co.uk/blackbox)