

## Quality Committee/Team Meeting Minutes

### 1. Members Present

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2. Date: \_\_\_\_\_ Call to Order: \_\_\_\_\_ (Time)

Prior Minutes Approved: \_\_ Yes \_\_ NO \_\_ N/A

### 3. Topic:

Findings/Analysis/Discussion/Conclusions:

Recommendations/Actions:

Follow-up:

### Topic:

Findings/Analysis/Discussion/Conclusions:

Recommendations/Actions:

Follow-up:

4. Adjournment: \_\_\_\_\_ (Time)

5. Name & Signature of Recorder: \_\_\_\_\_ Date: \_\_\_\_\_