

Appendix E

Quality Committee/Team Meeting Minutes Format

Committee/Team Minutes Attendance: _____

Committee/Team: _____

Date: _____ Call to Order: _____(Time) Prior Minutes Approved: ___ Yes ___ No ___ NA

Topic: Findings/Analysis/ Discussion/Conclusions	Recommendations/Actions	Follow-Up

Adjournment: _____ (Time)

Signature of Recorder: _____ Date: _____