

Sample Meeting Agenda for Management of Quality Improvement Projects

Meeting Date: _____ Leader: _____ Time Keeper: _____

Project Name: _____ Attendance: _____

Location: _____

Objective(s) of the meeting

1. _____
2. _____
3. _____

Item	Minutes Allocated	Topic	Summary of conclusions, decisions, Assignments, and next steps
1.	2	Review agenda	Add, modify, or delete items. Allocate time needed for each item.
2.			
3.			
4.			
5.			
6.			
7.	2	Plan next agenda	1. _____ 2. _____ 3. _____ 4. _____
8.	2	Meeting review on content and process	

Next Meeting

Date: ___/___/___ Start Time: _____ End Time: _____ Location: _____

Recorder: _____

