CQI Meeting Template

Facility Name:
WIT Section:
Meeting Date:

Members present:
Apologies:

Agenda: (Sample)
1. Review previous meeting minutes
2. Report on action items
3. Discuss current performance data and QI projects progress.
4. Way forward
5. AOB

Main points of discussion:

Next steps/action items:

SN	Action item	Person responsible	Due by:

Share updated team meeting notes with all members of team after each meeting and keep a copy in your WIT folder/file.