

Quality Advisory Committee Meeting

(COMPANY NAME)

Meeting Agenda

(DATE), (TIME)

Participants: (list chair person first then others in alphabetical order, note if anyone is on the phone)

Regrets: (list in alphabetical order)

1. Approval of Minutes from (insert date)

In general, include an overview of the discussion, the motion and the first and second approvals or in the case of a decision or action note what that is and who will follow-up by when.

2. Business Arising from the Minutes

- can include issues to revisit

In general, include an overview of the discussion, or in the case of a decision or action note what that is and who will follow-up by when.

3. New Business

In general, include an overview of the discussion with a heading for each topic of discussion. In the case of a decision or action note what that is and who will follow-up by when.

4. Committee Members' Items

Some Committees like to leave a section for members to bring issues forward for sharing, or discussion. In general, include an overview of the discussion, the motion and the first and second approvals or in the case of a decision or action note what that is and who will follow-up by when.

5. Meeting Adjourned

6. Next Meeting (include date)