

**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: \_\_\_\_\_