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| (DATE AND TIME) | (LOCATION) | **Facilitator:****Timekeeper:****Note-taker:** |   |
| **Participants:** |
| **TOPIC** | **DECISIONS/ACTION ITEMS** |
| **Introduction and welcome** |  |
| **Review of meeting goals and purpose**(Who/Time) |   |
| **Review and discussion of recent performance data** (Who/Time) |   |
| **Review of PDSAs**(Who/Time) |  |
| **Discussion of plan for coming week** (Who/Time) |  |
| **Assignment and review of action items**(Who/Time) |  |
| **Wrap-up and next meeting** (Who/Time) |  |
| **PARKING LOT ISSUES** *(Topics brought up during the meeting that need further discussion at a later date)* |
| **Action items, deadlines, and responsible parties** |  |