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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** | |  | |