

**Quality Advisory Committee Meeting**  
**(COMPANY NAME)**

**Minutes**  
**(DATE), (TIME)**

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

**Regrets:** (list in alphabetical order)

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**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, make a note of what the decision is and who will follow-up and by when.

**3. New Business**

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

**5. Meeting Adjourned**

**6. Next Meeting (include date)**