



Continuous Quality Improvement Staff Meeting Agenda

Meeting Topic:			
Date of Meeting:		Time:	
Meeting Facilitator:		Recorder:	

1. Meeting Objectives

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2. Items for Progress Update

Action Item	Person Responsible	Deadline	Notes

3. Meeting Agenda

Topic	Time	Questions
Progress Update	5 min	Are we on track towards our goals?
Data Check In	20 min	What data are we trying to increase? How did we check the data? Are we making progress towards the improvement goal?
Improvement Plan Check In	15 min	Is our plan working? Does anything need to change or be added?
Next Steps	10 min	What are the upcoming action items? Do we have everything we need to complete those action items?
Reflection	10 min	How was today's meeting? How are you feeling about our progress?

2. Items for Next Steps

Action Item	Person Responsible	Deadline	Notes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Completed by