**INFORMAL MEETING AGENDA TEMPLATE**

|  |  |
| --- | --- |
| DAY AND DATE | LOCATION |
|   |   |
| MEETING TITLE | START TIME | END TIME |
|   | 10:30 AM | 11:45 AM |
| MEETING CREATED BY | FACILITATOR | MINUTE TAKER | TIMEKEEPER |
|   |   |   |   |
| CALL-IN NUMBER | CALL-IN CODE | WEB LINK |
|   |   |   |
| PRIOR TO MEETING PLEASE READ | PLEASE BRING TO MEETING |
| New Clinical Quality Management Plan | Laptops and Reports |
| ATTENDEES REQUESTED |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| ACTION ITEMS FROM PREVIOUS MEETING  |
| **ACTION** | **ACTION TO BE TAKEN BY** | **DATE TO BE ACTIONED BY** |
| 1. Action Description |   |   |
| 2. Action Description |   |   |
| 3. Action Description |   |   |
|   |   |   |
|   |   |   |
|  |  |  |  |  |
| AGENDA ITEMS |   |   |   |   |
| **AGENDA ITEM DESCRIPTION** | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Agenda Item Description |   | 10:30 AM | 1:00 |
| 2. Agenda Item Description |   | 11:30 AM | 0:15 |
|   |   |  |  |
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