[Provider Name]

CQM Committee Meeting Minutes

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| --- | --- |
| **Date/Time/Location** |  |
| **Members Present** |  |
| **Members Absent** |  |
| **Others in Attendance** |  |

**Agenda:**

Instructions: CQM Committee Meeting Minutes are key and should at minimum document the following:

* Committee actions and decision making – ongoing/regularly​
* Quality Improvement Project progress​ – at least quarterly
* Consumer involvement​ – ongoing/regularly
* Performance measure updates/progress – quarterly
* Follow-up/action items – ongoing/regularly
* Review of QM Plan – annually

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| --- | --- | --- | --- | --- |
| Agenda Item | Discussion | Action Items  | Person Responsible | Deadline |
|  |  |  |  |  |
|  |  |  |  |  |