

### Quality Management Committee Meeting Minutes

<b>Provider Name</b>	
<b>Date/Time/Location</b>	
<b>Members Present</b>	
<b>Members Absent</b>	
<b>Others in Attendance</b>	

**Instructions (You can delete these after you fill this out):** Quality Management 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
- Customer involvement – ongoing/regularly; **do not include name of customer(s), please just note ‘customer’ when a customer is in attendance**
- Performance measure updates/progress – quarterly; please include baseline and quarterly updates each time
- Follow-up/action items – ongoing/regularly
- Review of QM Plan – at least annually; otherwise as needed/updated as needed

**Agenda:**

Agenda Item	Discussion	Action Items	Person Responsible	Deadline