

Capstone Quality Improvement Project Meeting Minute Template – Example

Date/Time: _____

Team Members Present: _____

Team Members Absent: _____

<i>Agenda Topic</i>	<i>Discussion and Action Item(s)/Next Step(s)</i>	<i>Team Member(s) Responsible</i>	<i>Date Due</i>

Next Meeting Date, Time, and Location: _____