

**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:** \_\_\_\_\_