Minutes of [*fill in the name of the meeting]*

Date: [*fill in the date on which the meeting was held*]

Present: [*fill in the names of the persons that were present*]

Absent: [*fill in the names of the persons that were absent*]

Cc: [*fill in the names of the persons to which these minutes need to be sent*]

# Discussed

* [*Concise description of all that was discussed, point by point, indicate if this discussion led to formulation of an action point (in which case it can be found below)*]

# Proposals for changes in documentation

* [*Concise, point by point description of proposal for change*]

# New notifications (such as complaints, incidents, and suggestions for improvement)

* [*Concise description of notification received between the current and previous staff meeting*]

# Date next staff meeting and points on the agenda

[*fill out the day, date and time of the next meeting*]

* [*Point on agenda for next staff meeting*]

# Overview of status of action points and action plans

## Action points (SMART)

* [*Deadline | Name of person assigned | Description of what needs to be done | Date point was formulated*]

## Completed action points since previous meeting

* [*Deadline | Name of person assigned | Description of what needed to be done | Date point was formulated*]

# Open action plans

For details see the original action plans in the Action Plans folder in [*fill out where the folder can be found*]

|  |  |  |  |
| --- | --- | --- | --- |
| **Quality Year Plan 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **Audit d.d. 18 February 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **Audit d.d. 20 April 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **Audit d.d. 19 May 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **External audit d.d. 8 January 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **Management review 2012** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |

# Completed action plans since previous staff meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Audit d.d. 18 February 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |
| **External audit d.d. 8 January 2013** | | | |
| [*Number of action point in action plan]* | [*description of what needs to be done*] | [*name of person assigned*] | [*deadline*] |