**BASIC QI Team Meeting Agenda**

Institution/Hospital

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**<INSERT Month> 2021**

Date:

Attendance:

|  |  |  |
| --- | --- | --- |
| Topic/Agenda item | Discussion points/notes | Next steps (Timeline & Responsible person) |
| Data collection & review | * Monthly active initiative data collection
	+ Are we current and completed all data submission to date?
	+ Any assistance or barrier for data submission the team needs to address from the last month?
* Review current data and progress
 |  |
| 30/60/90 day check or BASIC key strategy to be discussed |  |  |
| Insert topic or BASIC key strategy to be discussed |  |  |

Next Meeting Date/time:

Next Meeting Link/Location: