| ***Continuous Quality Improvement Meeting Activity Log******Level*** Date:Location (Program Office/County or Local Office/Off-Site-Location/State office): Participants: |
| --- |
| AGENDA TOPICS: Sample Topics * + Quarterly CQI newsletter
	+ Review of data regarding participant, stakeholder, and staff satisfaction
	+ Program evaluation—demographics, process & outcome measures, and other issues
	+ Review and development of strategic plans including training needs
	+ Updates on CQI PDSA projects underway and proposals of new projects
	+ Past issues unresolved
 |
| **Issues/Concerns** | **Next Steps?** | **By Whom** | **Due Date** | **Desired Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |