| ***Continuous Quality Improvement Meeting Activity Log***  ***Level***  Date:  Location (Program Office/County or Local Office/Off-Site-Location/State office):  Participants: | | | | |
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| 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** |
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