

Compliance Committee Meeting Minutes

Facility Name:

Individual Recording Minutes:

Date:

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Compliance Committee Meeting Minutes

I. Attendees:

Name:	Title and/or Department:

II. Follow up or further discussion on issues from previous meetings:

List issues from previous meetings which are in need of follow up or Corrective Actions.

Topic:	Previous discussion and/or status:	Updates:	Is issue completed or is follow up required?

III. New issues discussed:

Topic:	Overview of issues/concerns:	Summary of discussion:	What follow up is planned?

IV. Suggestion on issues for next meeting:

Topic:	Who suggested it?	What needs to be discussed?

V. Actionable items:

Based on today's meeting, the following actions must be taken:

Task:	Responsible Party:	Deadline: