|  |  |  |
| --- | --- | --- |
| **Attendees:** | | **Date and Location** |
| Executive Management –  Design and Development –  Operations –  Sales and Marketing –  Quality and Regulatory – | |  |
| **Agenda Topics:** | | |
| 1. QMS General    1. Previous Meeting Review 2. Design and Development    1. Schedule and Budget 3. Operations    1. Performance to Forecast    2. Cost to Budget    3. Approved Supplier List 4. Sales    1. Orders to Forecast    2. Customer Feedback/Satisfaction 5. Quality    1. CAPA, SCAR, ECO Overview    2. Customer Complaints    3. Internal Audit Results    4. External Audit Results    5. Medical Device Reporting    6. Post Market Surveillance 6. Management    1. Changes to Quality Policy and Objectives    2. QMS Changes and Resource Needs    3. Regulatory Changes (US, ISO, EU, and Canada) | Development Objectives:   1. Within ± 20% Budget   Operations Objectives:   1. Meet 95% of Forecast 2. Within ± 10% Budget   Sales Objectives:   1. Meet 95% of Forecast   Quality Objectives:   1. Issues Closed within 60 days 2. Zero Confirmed Complaints 3. Audits Completed once per year 4. Zero Major Finding 5. Zero Reportable events | |
| **Additional Information** | | |
| Agenda Prepared By: | | |