

## **Management Review Meeting Minutes**

**Meeting Date:** December 20, 2024

**Location:** Conference Room A / Virtual

**Time:** 10:00 AM - 12:00 PM

### **Attendees:**

- John Doe (CEO)
- Jane Smith (Quality Manager)
- Mike Johnson (Operations Director)
- Sarah Lee (Finance Director)

### **Agenda:**

1. Review of Quality Management System (QMS) Performance
2. Resource Allocation and Improvements

### **Minutes:**

Top management reviewed the overall performance of the Quality Management System in line with ISO 9001:2015 requirements. Key inputs included audit results, customer satisfaction data, process performance metrics, and nonconformity reports from the past year.

Discussions highlighted the need for enhanced staff competence in quality assurance processes.

### **Decisions/Actions:**

- Decision made to increase the budget for QA training by 15% in the 2025 fiscal year to support additional training programs and certifications.
- Responsible: Finance and HR Departments
- Follow-up: Next management review

No other major changes to the QMS were required at this time.

### **Approved by:**

John Doe  
CEO

Date: December 20, 2024