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| Meeting called by |  |
| Type of meeting |  |
| chairperson |  |
| Notes taker |  |
| Attendence list |  |
| DATE AND VENUE OF MEETING |  |

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| **MEETING AGENDA**  **MINUTE 1:** OPENING PRAYER  **MINUTE 2:** FOLLOW UP OF ACTION POINTS FROM THE PREVIOUS MEETING  **MINUTE 3**: SYSTEMATIC AND OR RECURRENT PROBLEMS INCLUDING ACTION POINTS  **MINUTE 4:** UPDATES AND COMPLAINTS FROM VARIOUS SECTIONS  **MINUTE 5:** COMMUNICATION ON REVIEWED/REVISED/REDUNDANT SOPs.  **MINUTE 6:** DISCUSSION / EVALUATION OF IMPROVEMENT PROJECTS  **MINUTE 7:** FEEDBACK GIVEN BY STAFF THAT HAVE ATTTENDED EXTERNAL MEETINGS, TRAININGS, WORKSHOPS AND CONFERENCES  **MINUTE 8:**STAFF SUGGESTIONS  **MINUTE 9:**AOB & CLOSURE |  |  |

**MINUTE 1: In this section, state the time and person that opened the meeting with a prayer**

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| MINUTE 2:Discussion | **Minute 2: Follow up of action points from the previous meeting** | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
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| Discussion **MINUTE 3:** | **Minute 3: Systematic and or recurrent problems including action point** | | |
| Conclusions |  | | |
| Action items | | Person responsible | Deadline |
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| **Discussion**  **MINUTE 4:** | **MIN 4:** **UPDATES AND COMPLAINTS FROM VARIOUS SECTIONS** |

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| Action items | | Person responsible | Deadline |
| MINUTE 5;discussion | | **MIN 5. COMMUNICATION ON REVIWED/ REVISED/REDUNDANT SOPs** | | |
| MINUTE 6:discussion | | **Min 6. Discussion / evaluation of improvement projects** | | |
| Minute 7:Discussion | **Min 7:Feedback given by staff that have attended external meetings, trainings, workshops and conferences** | | |
| Action items | | Person responsible | Deadline |
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| Minute 8:Discussion | **Minute 8: staff suggestions** | | | |
| Action items | | | Person responsible | Deadline |
|  | | |  |  |
| **MINUTE 9:**  DISCUSSION | | **Minute 9: AOB.** | | |

The meeting was adjourned at ………..

CHAIR PERSON: SECRETARY:

SIGNATURE: …………………………… SIGNATURE: …………………………..