



Quarterly Staff Meeting Minutes

This template is intended as a tool to prepare records of Staff Meetings. Please complete each section; this form may be used as the final report, or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the company, and where it is necessary to apply preventive action. Record CAR Forms filed in last section of this template.

Date of Meeting:

Recorded by:

In attendance:

NAME	TITLE

Absent:

NAME	TITLE

For absent members, the minutes of this meeting must be sent to them afterwards, and opportunity for review and comment given. Any comments, changes, or additional inputs from these individuals must be incorporated into the final minutes or issued as an addendum.



Quarterly Staff Meeting Minutes

ITEM 1. Business Performance.

ITEM 2. Review of internal and external issues of concern. *Review the COTO Log and update it with any new or revised issues of concern.*

ITEM 3. Review of risks. *Review the Risk Register within the COTO Log with a focus on managing the negative risks indicated therein, and assessing the effectiveness of actions taken to date.*

ITEM 4. Review of opportunities. *Review the Opportunity Register within the COTO Log with a focus on managing the positive opportunities indicated therein, and assessing the effectiveness of actions taken to date.*

ITEM 5. Internal and external audit results. *Report on the status of internal quality audits: review results of audits conducted since last meeting, and issues discovered.*

ITEM 6. Status of corrective and preventive actions via the CAR Form System. *Review overdue CAR Forms. Review trends indicated by the CAR Forms filed.*

ITEM 7. Review of resources needed to maintain and improve the effectiveness of the company and its quality management system. *Discuss resource needs for each of the following points.*

EQUIPMENT RESOURCES REQUIREMENTS:

WORK ENVIRONMENT & INFRASTRUCTURE REQUIREMENTS:

QUALITY SYSTEM & OTHER RESOURCE REQUIREMENTS:

HUMAN RESOURCES & TRAINING NEEDS:

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ITEM 8. Review of the effectiveness of training and training programs in place. *Include opportunities for improvement for training.*

ITEM 9. Review of suppliers. *Discuss issues regarding suppliers of critical materials, hardware or software. Review supplier performance and any quality or delivery issues. Review open supplier corrective action notices issued since last meeting. Note any trends for individual suppliers. Indicate changes of supplier status or restrictions.*

ITEM 10. Review of quality objectives, data and goals. *Review the current Quality Objectives as outlined in the [Quality Manual Doc Title] and modify goals accordingly. Complete the Objectives table on the next page.*



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Top-Level Process	Quality Objective(s)	Metric(s) / KPIs	Current Standing	Goal	Goal Met? (Y/N) (If no, a CAR must be filed)

MANAGEMENT REVIEW MEETING MINUTES

Rev. [Rev Number]

ITEM 11. Review customer feedback. *Discuss customer feedback, customer satisfaction survey results and complaints not already discussed as part of the CAR Form system review.*

ITEM 12. Update the Strategic Direction of the company. *Include or attach the updated Strategic Direction.*

ITEM 13. Discuss the overall performance of the quality system, any changes to the company that may affect the quality system. *Include new opportunities for improvement.*

ITEM 14. Note other recommendations for improvement to the company's products, services, and/or QMS. *Include explanation of any changes to the QMS that have been deemed necessary.*

ITEM 15. Note follow-up activities from prior Management Review issues.

ITEM 16. Set date for next Staff Meeting:

ITEM 17. CAR Form Abbreviation]s FILED:

CAR Form No	Corrective / Preventive OFI?	Nature of Issue

MANAGEMENT REVIEW MEETING MINUTES

Rev. [Rev Number]

ITEM 18. ITEMS FOR FOLLOW-UP AT NEXT MEETING: *Read through the entire minutes above and copy any items that need to be looked at again, or followed up on, at the next meeting.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ITEM 19. Other Business