**Continuous Quality Improvement (CQI) and PIP QI Incentive meetings**

1. **General Practice CQI - initial meeting template**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | **Minutes of the [name] general practice team meeting** | |  |
|  |  | |  |
|  | **Held on** | [date] |  |
|  |  |  |  |
|  | **Held at** | [venue] |  |
|  |  |  |  |
|  | **Present** | [names] + [organization if external to practice] |  |
|  |  |  |  |
|  | **Agenda** | [see attached or complete] |  |
|  |  |  |  |
|  | **Points for noting** | [See QI action plan or add if relevant] / [for CQI review meetings, include a description of progress against the aims] |  |
|  |  |  |  |
|  | **Actions / Reflections** | [See CQI action plan or describe] |  |
|  |  |  |  |
|  | **Next meeting** | [Date or TBC] |  |
|  |  |  |  |

1. **General Practice CQI - final meeting template**

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|  |  |  |  |
|  | **Minutes of the [name] general practice team meeting about CQI** | |  |
|  |  | |  |
|  | **Held on** | [date] |  |
|  |  |  |  |
|  | **Held at** | [venue] |  |
|  |  |  |  |
|  | **Present** | [names] + [organization if external to practice] |  |
|  |  |  |  |
|  | **Agenda** |  |  |
|  |  |  |  |
|  | **Points for noting** |  |  |
|  |  |  |  |
|  | **Actions / Reflections** |  |  |
|  |  |  |  |
|  | **Next meeting** | [Date or TBC] |  |
|  |  |  |  |