### TRAINING UPDATE

Lab Location: Department: All Mgmt & QA 
 Date Distributed:
 6/2/2015

 Due Date:
 6/16/2015

 Implementation:
 6/16/2015

### **DESCRIPTION OF REVISION**

Name of procedure:

### Meeting Minutes Format GEC.L27, SGAH.L30, WAH.L29 v2

**Description of change(s):** 

No changes to body of SOP, only the minutes template was revised to update the logo and remove Nichols Institute

This revised SOP will be implemented on June 16, 2015.

Document your compliance with this training update by taking the quiz in the MTS system.



## Quest Diagnostics at

# (Hospital Specific Site)

MEETING	
Minutes	
(DATE)	

**PRESENT:** 

### **DISTRIBUTION:**

#### **MEETING COMMENCED:**

Item	Discussion	Action	Follow-up
Minutes			
Meeting adjourned			
Next meeting			

Recording Secretary