

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Mgmt, QA

Date Distributed: 5/8/2017
Due Date: 5/23/2017
Implementation: 5/23/2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Meeting Minutes Format SGAH.L30 v3 Note: this has been converted to a system SOP
Description of change(s):
Section 5: delete continuing education requirement This revised SOP will be implemented on May 23, 2017

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

Non-Technical SOP

Title	Meeting Minutes Format	
Prepared by	Leslie Barrett	Date: 5/15/2009
Owner	Robert SanLuis	Date: 6/3/2010

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

To standardize Laboratory documentation of items, discussions, actions and follow up for meetings conducted to enhance Laboratory operations both internally and externally.

2. SCOPE

This procedure applies to all Laboratory meetings.

3. RESPONSIBILITY

Managers and Supervisors must comply with this procedure.

4. DEFINITIONS

None

5. PROCEDURE

A. General Information

1. Meetings are utilized as a means to enhance services, improve operations and disseminate information.
2. Depending on the purpose, a meeting may have a regular scheduled frequency or may be scheduled on an as-needed basis.
3. Managers and Supervisors will conduct monthly section staff meetings.
4. All meetings conducted must be documented by written minutes. All minutes must be completed within 5 working days of the meeting.

B. Minutes Format and Content

1. All minutes will be typed in the accepted format.
2. Basic information
 - Header - include the name of the meeting and date held
 - Present - list attendees at the meeting
 - Distribution - listing of who will receive copy of the minutes
 - Time the meeting started and ended
 - Next meeting scheduled (date, time and location)
3. Details of the meeting
 - Include review and approval of previous minutes
 - List each topic from the agenda in the column titled Item.
 - For each Item, summarize the Discussion and Action to be taken in the appropriate column. Include due date for Action whenever possible. In the Follow-up column, enter the person(s) responsible for the Action.
4. ~~Continuing education and information must be a standing agenda item with detail included in the minutes.~~

6. RELATED DOCUMENTS

None

7. REFERENCES

N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L034.002		
000	6/3/2010	Updated owner Section 5: added items B.2 and 3	L. Barrett	L. Loffredo
001	5/22/2105	Update cover page Section 9: update logo, remove Nichols Institute Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo
2	4/20/2017	Header: add other sites Section 5: delete continuing education requirement	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

Minutes format (see Attachment Pane)