

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1	2:30	1		Agenda	The team had no edits to the strategies developed in the previous meeting. The plan for this meeting would be to merge these strategies into the QEP Objectives chart In the QEP 2015 draft.	
2	3:00	2		QEP Chart	Team worked as a group, rewriting most of objectives and importing the new strategies into the QEP chart so they tie in with the new QEP topic of personal responsibility.	
3	4:00	3		Adjournment	With most of the QEP chart revised, the first draft of the QEP 2015 was saved under Files in Canvas for further work on in subsequent meetings.	
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