

Name of meeting: QEP Development Team Presentation **Date of meeting:** 12/12/2013

Time of meeting: 1:00 to 3:00 pm **Place of meeting:** LRS Testing Room, Room 9

Members present: Alice McCluney, Johnny Smith, Jamie Spratt, Adam Petit, Ngina Smith,

Patricia Wall, Deborah Wiltshire

Members absent: Patricia Robinson

The presentation began at 1:00 pm by Alice McCluney.

Topic	Discussion	Action
QEP Development Team Presentation	The members presented a review of the findings followed by a questions and answer session.	Each member participated in the review of the final Literature Review document.
Next Steps		Follow-up will begin with the QEP Implementation Team in January 2014. Additional members will need to be selected.