

Name of meeting: QEP Development Team **Date of meeting:** 12/5/2013

Time of meeting: 2:00 to 4:00 pm **Place of meeting:** LRS Testing Room, Room 9

Members present: Alice McCluney, Johnny Smith, Jamie Spratt, Patricia Wall, Deborah Wiltshire

Members absent: Adam Petit, Ngina Smith, Patricia Robinson

The meeting was called to order at 2:00 pm by Alice McCluney.

Topic	Discussion	Action
Approval of minutes from the 12-2-2013 meeting.	Minutes were emailed to each member on 12-3-13.	Minutes were approved as written.
QEP Development Team Literature Review Paper	We reviewed and discussed potential changes to the paper.	Anyone wishing to make any changes or additions to the paper need to let Alice know by Monday.
QEP Development Team PowerPoint Presentation	We reviewed and discussed potential changes to the PowerPoint slides.	Anyone wishing to make any changes or additions to the PowerPoint need to let Pat know by Monday.
QEP Development Team Presentation		The presentation will take place on Thursday December 12, 2013 at 1:00 pm. We decided to have the presentation in the LRS Testing room. Johnny Smith will let Anne know so she can send an email reminder to the other attendees.