



# Management Review Meeting Agenda Template

**Organization Name:** [Enter Organization Name]

**Meeting Date:** [Enter Meeting Date]

**Meeting Time:** [Enter Meeting Time]

**Location:** [Enter Meeting Location]

## Agenda

### 1. Opening and Welcome

- Welcome and introduction of attendees.
- Review of the agenda.

### 2. Review of Previous Meeting Minutes

- Review and approval of minutes from the previous Management Review meeting.
- Follow-up on action items from the previous meeting.

### 3. Quality Management System Performance

- Review of key performance indicators (KPIs) and metrics related to quality objectives.
- Discussion on trends, improvements, and areas for further action.

### 4. Customer Feedback and Satisfaction

- Review of customer feedback, complaints, and satisfaction surveys.
- Analysis of trends, patterns, and opportunities for improvement.

### 5. Process Performance and Conformance

- Assessment of process performance against objectives and targets.
- Identification of nonconformities, root causes, and corrective actions.

### 6. Resource Management

- Review of resource allocation, utilization, and availability.



- Discussion on training needs, competency assessments, and development plans.

#### **7. Risk Management**

- Evaluation of identified risks and opportunities.
- Review of risk mitigation strategies and effectiveness.

#### **8. Internal Audit Findings**

- Presentation of findings from recent internal audits.
- Discussion on audit results, findings, and corrective actions.

#### **9. External Audit Preparation**

- Update on preparations for upcoming external audits or assessments.
- Review of audit readiness and compliance status.

#### **10. Review of Objectives and Targets**

- Assessment of progress towards achieving quality objectives and targets.
- Discussion on adjustments or revisions to objectives as necessary.

#### **11. Management of Change**

- Review of proposed changes to the organization, processes, or systems.
- Evaluation of change impact and implementation plans.

#### **12. Customer Focus and Expectations**

- Discussion on customer needs, expectations, and satisfaction trends.
- Identification of opportunities to enhance customer value.

#### **13. Closing Remarks**

- Summary of key points discussed.
- Confirmation of action items, responsibilities, and timelines.
- Adjournment of the meeting.

#### **Attendees**



- [List of Attendees and Roles]

## Meeting Minutes

### Action Items:

Item No.	Action Item	Assigned To	Due Date	Status
1	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]
2	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]
3	[Brief Description of Action Item]	[Assignee Name]	[Due Date]	[In Progress/Completed]
...	...	...	...	...

### Key Decisions:

- [Summary of Key Decisions Made During the Meeting]

**Next Meeting Date:** [Enter Next Meeting Date]