

Agenda (Example 1)

Meeting called by:	
Date & Time:	
Meeting Location:	
Participants:	
Adhoc:	

Transfusion Committee			
Agenda Item	Desired Outcomes	Person Responsible	Time Allotted
1. Acceptance of Agenda	Approval		2 min.
2. Minutes of Previous Meeting	Approval		2 min.
3. Product Presentation (RiaSTAP)	Presentation		10 min.
4. Review of Policies:	Review		10 min.
5. Business arising from minutes: a) Informed consent audit b) Massive Transfusion Protocol c) Contingency planning	Update		10 min.
6. New Business a) Bedside Audit b) Revision of Guidelines for Frozen Plasma use	Discussion		10 min.
7. Round Table Discussion	Additional items		5 min.
8. Reports: a) Blood Adverse Reaction report b) CBS Hospital Disposition Reports	Review		10 min.
9. Date of Next Meeting			
10. Adjournment			