# Site-Based Quarterly Meeting Report (Post ASPIRE Quarterly Meeting)

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| **Name of site**: |  |
| **Name of person submitting report**: |  |
| **Date of meeting**: |  |
| **Type of meeting setting:**  **(ex. Department M&M, QA Meeting, etc.)** |  |
| **Participants**:  **(may attach a separate list if needed)** |  |
| **Focus of the meeting (Should include institutional-level data):** | |
| **Lessons learned/areas in need of improvement**: | |
| **Plan for quality improvement**: | |

**Submit the completed form to Jaime Osborne** [**jsulek@med.umich.edu**](mailto:jsulek@med.umich.edu) **and Tory Lacca (**[**lacca@med.umich.edu**](mailto:lacca@med.umich.edu)**) at the ASPIRE Coordinating Center. If there was an agenda, notes, minutes, or documentation provided at the meeting, please include with submission of this form. Forms must be submitted on a quarterly basis (post ASPIRE quarterly meetings) to receive the full 20 pts on the Performance Index Scorecard.**