**Agenda (Example 1)**

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

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