

Preventive Ethics Meeting Minutes

Date:

Chairperson:

Time:

Recorder:

Members Present:

Guests:

ISSUES Approach

(Duplicate for each issue discussed at the meeting)

Working Title for Issue:

Steps in the Process (Check step(s) worked on during the meeting):

- 1. Identify an Issue
- 2. Study the Issue
- 3. Select a Strategy
- 4. Undertake a Plan
- 5. Evaluate and Adjust
- 6. Sustain and Spread

Summarize Discussion or Recommendations:

Review and Assign Action Items:

Step	Action Item	Responsible Member	Due Date

Other Agenda Items

Topic:

Summary of Discussion:

Planned Action(s):

Time and Location of Next Meeting: