Final Meeting

Date: _____ Time Start: _____ Time End: _____ Length: _____

Attendees (name/title): _____ / QI Specialist (EQuIP)

_____ / Principal Investigator

_____ / _____

_____ / _____

☐ **Review Final Report Draft: observations, findings and recommendations from study review**

☐ **Explain when Final Report will be sent and provide instructions re: PI Response**

Comments/Questions:

Final Meeting Notes

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