

Appendix 3: Staff meeting agenda

Agenda for 20 .

No.	Item	By	Max. Time (minutes)
1.	Latest QM findings		
2.	New work shop equipment		
3.	Recent customer feedback		
4.	Recent updates from DVSA (SNs, system updates, DVDs etc)		
5.	Staff suggestions/improvements		
6.	Discussion on		
7.			
8.			
9.			
10.			
Attendee Notes			