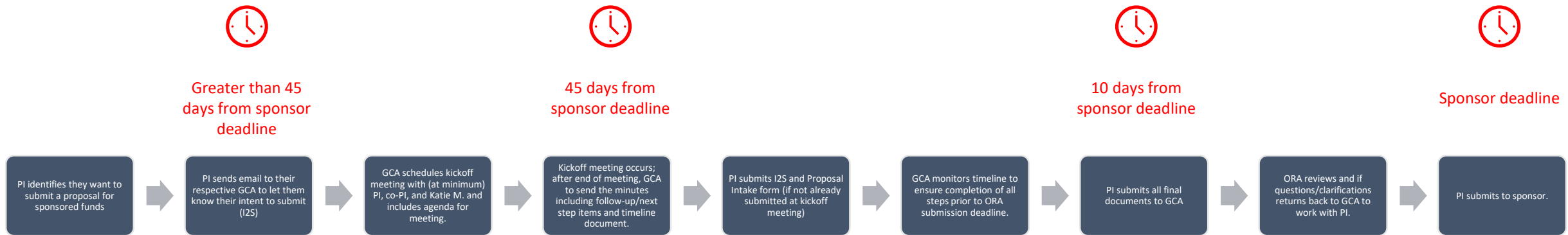


# QI Intervention #1 - PI/GCA Kickoff Meeting

## PDSA #1 Initial high level process flow



### Agenda includes:

- Review/complete I2S and Proposal Intake form (includes personnel, effort, subcontracts, etc)
- Review action items and timeline to meet deadline



### Minutes:

- Status of I2S and Proposal Intake form (submitted or still need to submit)
- List of action items with responsible party
- Timeline