

QAT Meeting Minutes

Date:	Time:
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Attendance		
Role	Name	Present
General Manager	Abbas Ali	✓
Operational Quality Representative	Fatema Shabani	✓
Training Representative	Trainer varies according to what programmes are running	✓
Quality Assurance Advisor	Abdulridha Dismal-	✓ online
External Education Consultant	Noor Coutts-	✓ In attendance online

Agenda items & Minutes	

Action item	Person Responsible	Deadline	Status (In progress, Completed)
1.			
2.			
3.			
4.			