[Insert name of surgical service] Morbidity and Mortality Meeting

**AGENDA**

1. Welcome to meeting.
2. Reminder to sign in to the attendance log if not already done.
3. Confirmation of summary of last meeting.

**Activity review**

1. Confirmation of numbers of mortalities and of morbidities since the last meeting.

**Cases for discussion**

1. [Insert details of first case]
2. [Insert details of second case]
3. [Insert details of third case]

(add more as necessary)

**Items of other business**

1. Any other relevant items of business.
2. Confirmation that the date of the next meeting will be on [insert meeting date].