**Weekly Meeting Template**

**NOTES**:

\*When documenting the discussions in PHIS for weekly meetings change the name of the subject from Establishment Awareness Meeting Agenda to Weekly Meeting.

\*If you discuss a new notice or directive with management during the meeting be sure to add that in the meeting subject title. (i.e., Weekly Meeting/FSIS Directive 10,010.1).

**Topics and Discussion content for weekly meetings:**

\*Use the below template to outline your meetings and ensure you discuss and document applicable topics. See FSIS Directive 5010.1 for more information.

On (Date) at (Time) a weekly meeting was held at (Establishment name and number) to discuss general plant operations and any concerns. Personnel in attendance were (plant personnel’s name(s) and titles here) and (inspector(s) name and title(s)).

1. In-plant observations
	1. Open NRs (how many, i.e., (3))
		1. (Type of NR) - (Brief description of NR) (Date of NR) – (include updates on the status of NR completion as well)
		2. (Type of NR) - (Brief description of NR) (Date of NR) - (include updates on the status of NR completion as well)
		3. (Type of NR) - (Brief description of NR) (Date of NR) - (include updates on the status of NR completion as well)
	2. Closed NRs (how many, i.e., (1))
		1. (Type of NR) - (Brief description of NR) (Date of NR)
	3. Developing Trends
		1. (Brief description of the trends noticed at the establishment)
	4. Less than perfect conditions
		1. (Briefly discuss issues at the establishment that are not considered noncompliant but could be in the future if not addressed.)
	5. Changes to the HACCP and/or SSOP
		1. (Mention the last time changes were recorded in the HACCP programs and SSOP.)
2. Directives/Notices
	1. (Mention any new/revised directives/notices that would apply to the establishment’s processes. Type whether it is a directive or notice, the number associated with it and the title (i.e., FSIS Directive 5000.1 Verifying an Establishment’s Food Safety System).
3. Plant testing data to be reviewed per FSIS Directive 5000.2
	1. (Briefly discuss applicable establishment testing and results)
4. Applicable Inspector-Collected Sampling and/or Results
	1. (Briefly discuss samples that were taken and the results, if available; if not available state that they are pending.)
5. Planned Plant Maintenance
	1. (Inquire about any planned plant maintenance that is in-progress or scheduled.)
6. PHIS profile updates
	1. (Inquire if there are any updates that need to be made to the PHIS Establishment Profile; i.e., email addresses, phone numbers, addresses, personnel changes, production volumes, etc. See FSIS Directive 5300.1 for more information.)
7. Documented Potential Accident Hazards and/or Other Safety-Related Discussion
	1. (Discuss any documented Potential Accident Hazards here, including the date it was written and a brief description of the finding. Include updates on the status of completion as well. Other safety-related topics can be recorded here as well such as discussion regarding the establishment’s Hazard Communication Program as addressed in FSIS Directive 4791.5.)
8. Other topics to discuss
	1. Upcoming holidays
	2. Schedule changes
	3. New products
	4. Etc.
9. Establishment’s questions or concerns
	1. (Inquire if the establishment has any questions or concerns to address with MPID)