

Practice Meeting Agenda

Meeting Date: June 21, 2022

**OBJECTIVE:** To address each agenda item and determine action items for completion.

	Agenda Item	Responsible	Information (I) Decision Required (D)	Time
1	Approval of New Agenda Approval of Previous Meeting Minutes Date(s) _____ Next Meeting Chair: Next Meeting Minute Taker:	All  All	D  D	9:30-9:40
2	Previous Weeks Birth Review Client Clinical Highlights	All	I I	9:40-9:50
3	Administrative Team Items <ul style="list-style-type: none"> <li>Team A (old) post partum bookings</li> </ul>	Jamila	I/D	9:50- 10:10
4	Deferred Items from Last Meeting <ul style="list-style-type: none"> <li>Team schedule Mid-Aug to Sep. 23/03</li> </ul>	All	D	10:10-11:00
5	New Items <ul style="list-style-type: none"> <li>Using Health Mail</li> </ul>	Laurie	I/D	11:00- 11:10
<b>10 MINUTE BREAK (optional/group decision)</b>				<b>(TBD)</b>
6	STANDING ITEMS: <ul style="list-style-type: none"> <li>SHN</li> <li>TBC</li> <li>MoreOB</li> <li>AOM/CMO</li> <li>MEP/IMPP</li> </ul>	Alex Mojgan Alex Alex Alex	I/D I I I I/D	Defer to next practice meeting
7	<b>REMINDERS</b> <ul style="list-style-type: none"> <li>BORN Due _____</li> <li>Medication/Supplies Pick-up at Hospital</li> </ul>	All	I	11:10- 11:15
8	ANY OTHER BUSINESS (A.O.B) <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>			11:15- 11:30
9	MEETING CONCLUSION End Time:	All	D	