

**Practice Meeting Agenda**

**Meeting Date: Feb 22, 2022**

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

	Agenda Item	Responsible	Information (I) Decision Required (D)	Time
1	<b>Approval of New Agenda</b> <b>Approval of Previous Meeting Minutes</b> Date(s) _____ Next Meeting Chair: Next Meeting Minute Taker:	All	D	9:30-9:40
2	<b>Previous Weeks Birth Review</b> <b>Client Clinical Highlights</b>	All	I I	9:40-9:50
3	<b>Administrative Team Items</b> <ul style="list-style-type: none"> <li>• Stouffville home birth</li> <li>• Explaining fees</li> <li>• Review number of available slots</li> </ul>	Jamila/venessa	I/D	9:50- 10:10
4	<b>Deferred Items from Last Meeting</b> <ul style="list-style-type: none"> <li>• Team changes</li> <li>•</li> </ul>	All	D	10:10-10:30
5	<b>New Items</b> <ul style="list-style-type: none"> <li>• Filling out newborn assessment in epic</li> <li>• Peer review volunteers idea</li> <li>• Client with student visa</li> <li>• EPDS screening</li> <li>• Revise tick sheet and get ready to upload into EMR</li> <li>• High risk client with IDGDM</li> <li>• Chart sign out in Trello</li> <li>• International travel</li> </ul>	Amanda Freya Maryam Laurie Laurie  Sanaz Sanaz Tama	I/D I/D I I I  I/D I I/D	10:30- 10:50 10:50- 10:55 10:55- 11:00 11:00- 11:10 11:10- 11:20  11:20- 11:30 11:30- 11:40 11:40- 11:50
<b>10 MINUTE BREAK (optional/group decision)</b>				<b>(TBD)</b>
6	<b>Student Items</b> <ul style="list-style-type: none"> <li>• Students at back ups</li> </ul>	Rebecca	I	11:50- 12:00
7	<b>Covid-19 Updates/Issues</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>			12:00- 12:05
8	<b>Case Review(s)</b> <ul style="list-style-type: none"> <li>• Team B case review</li> <li>•</li> </ul>	Martha	I/D	12:05- 12:20
9	<b>STANDING ITEMS:</b> <ul style="list-style-type: none"> <li>• SHN</li> <li>• TBC</li> <li>• MoreOB</li> <li>• AOM/CMO</li> <li>• MEP/IMPP</li> </ul>	Tama Tama/Alex Mojgan/Tama Alex Alex	I/D I I I I/D	Defer to next practice meeting

10	<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	<b>ANY OTHER BUSINESS (A.O.B)</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>			
12	<b>MEETING CONCLUSION</b> <b>End Time:</b>	All	D	