**Practice Meeting Agenda**

**Meeting Date: July 12 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: Mehrnaz**  **Next Meeting Minute Taker:** | All  All | D  D | 9:30-9:40 |
| 2 | **Previous Weeks Birth Review &**  **Brief Client Clinical Comments** | All | I  I | 9:40-9:50 |
| 3 | **Administrative Team Items**   * **How far in advance schedule needs to be posted** * **Introduce Farwa** |  | D  I |  |
| 4 | **Deferred Items from Last Meeting**   * **Team schedule mid Aug-Sep 23/03** | All | I |  |
| 5 | **New Items**   * **Third on-call coverage for next few weeks** * Missing chart concern | (Team A request)  Maryam | D  D |  |
|  | **10 MINUTE BREAK (optional/group decision)** |  |  | (**(((TBD)** |
| 6 | **Student Items** |  |  |  |
| 7 | **Covid-19 Updates/Issues** |  |  |  |
| 8 | **Protocol Review** |  |  |  |
| 9 | **Case Review(s)** |  |  |  |
| 10 | **STANDING ITEMS:** |  |  |  |
| 11 | **REMINDERS**   * **BORN Due \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** * **Medication/Supplies Pick-up at Hospital** * **Peer Review (s):** | All |  |  |
| 12 | **ANY OTHER BUSINESS (A.O.B)** |  |  |  |
| 13 | **MEETING CONCLUSION**  **End Time:** | All | D |  |