

Practice Meeting Agenda

Meeting Date: 21/09/2021

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) 14/09/2021 Next Meeting Chair: Team D/Laurie Next Meeting Minute Taker:	All All	D D	11:30-11:40
2	Previous Weeks Birth Review Client Clinical Highlights	All	I I	11:40-11:50
3	Administrative Team Items <ul style="list-style-type: none"> • • 	Jaclyn/Hilary		
4	Deferred Items from Last Meeting <ul style="list-style-type: none"> • Trello • 	Sanaz		
5	New Items <ul style="list-style-type: none"> • Ultrasound clinic • Clinic mw Slack channel/Google cal transition • Admin desk trays 	Maryam Laurie Laurie		
10 MINUTE BREAK (optional/group decision)				(TBD)
6	Student Items <ul style="list-style-type: none"> • 			
7	Covid-19 Updates/Issues <ul style="list-style-type: none"> • • 			
8	Protocol Review <ul style="list-style-type: none"> • • 		D	
9	Case Review(s) <ul style="list-style-type: none"> • • 		I	
10	STANDING ITEMS: <ul style="list-style-type: none"> • SHN • TBC • MoreOB • AOM/CMO • MEP/IMPP 	Tama Tama/Alex Mojgan/Tama Alex Alex	I/D I I I I/D	
11	REMINDERS <ul style="list-style-type: none"> • BORN Due _____ • Meds/Supplies Pick-up/Drop off at Hosp 	All	I	

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