| **Form Summary** | |
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| **Date** | 08/02/2022 |
| **Meeting Chair** | Maryan Rahimi |
| **Minute Taker** | Sanaz Kama |
| **Meeting Attendees** | Maryam Rahimi Chatri, Sanaz Kama, Sara Chambers, Mehrnaz Azad, Laurie Hintzen, Admin staff. |
| **Minutes of Previous Meeting Approved** | Approved |
| **Minutes approved and seconded by** | Sanaz Kama. Maryam Rahimi |
| **Meeting Topic** | Admin items |
| **Speaker(s) and Narrative** | No items |
| **Decision Status** |  |
| **Meeting Topic** | Hospital Visiting Policy |
| **Speaker(s) and Narrative** | Sara. Only vaccinated visitors can come to OR. Is that still a rule? Laurie will send Claudia an email to clarify. And will send us an update. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Plan for emergency leave |
| **Speaker(s) and Narrative** | Laurie: suggests plan shold be put in place to have an urgent meeting to view the gaps and look at people’s schedules to fill gaps from same team then from other teams.  Sara suggests a meeting where same team would cover on call and the remaining time would be equally divided between midwives from other teams equally. |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Finalize third on call |
| **Speaker(s) and Narrative** | Sara: mojgan available to be third on call Aug 28-Sep 2.  Alex week of 19th-23rd  Sanaz third Week of Sept 5  Laurie: third on call Aug15-19 Alex needs to Aug 25,26,27th Aug 12,13,14 need to be covered.  Sanaz will speak with Alex and email everyone with days Alex picks up.  Sara suggests that third on call will be the same role as it has been over the summer. Back ups For both teams help with visits and primaries if needed. |
| **Decision Status** | Decision differed |
| **Meeting Topic** | Born due |
| **Speaker(s) and Narrative** | 9 AM on Aug 18 |
| **Decision Status** | Final Decision |
| **Meeting Topic** | Workload management for Sept 23-Nov 15 |
| **Speaker(s) and Narrative** | Mehrnaz, Sanaz, Sara, Laurie will meet to discuss workload management especially the 24 clients due in October.  Meeting Friday 2:00 PM.  Will use practice meeting zoom link. |
| **Decision Status** | Final Decision |
| **Meeting Topic** |  |
| **Speaker(s) and Narrative** |  |
| **Decision Status** |  |
| **Meeting Topic** |  |
| **Speaker(s) and Narrative** |  |
| **Decision Status** |  |

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