**Practice Meeting Agenda**

**Meeting Date: February 1, 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**  **Next Meeting Chair:**  **Next Meeting Minute Taker:** | | | All  All | D  D | 11:30-11:40 |
| 2 | **Births, clinical issues** | | | All | I  I | 11:40-11:50 |
| 3 | **Administrative Team Items**   * **Durham Clients** | | | Jamila/Vanessa  Jamila/Mehrnaz |  |  |
|  |  |  |
| 4 | * **Ultrasound clinic list update** * **Team changes discussion** * **System to manage roster/booking clients** * **Clinic Equipment Calibration** | | | Amanda  Laurie/All  Laurie/All  Laurie/All |  |  |
|  | **10 MINUTE BREAK (optional/group decision)** | | |  |  | (**(((TBD)** |
| 5 | **Covid-19 Updates/Issues**   * **PPE** * **Ministry updates** | | |  |  |  |
|  |  | | |  | D |  |
| 6 | **Student Items/Welcoming new students** | | |  | I |  |
| 10 | **STANDING ITEMS:**   * SHN * TBC * MoreOB * AOM/CMO * MEP/IMPP | | | Tama  Tama/Alex  Mojgan/Tama  Alex  Alex | I/D  I  I  I  I/D |  |
| 11 | **REMINDERS**   * **BORN Due –** * **Medication/Supplies Pick-up at Hospital** | | | All | I |  |
| 12 | **ANY OTHER BUSINESS (A.O.B)**   * **Team D Case Review** * **Team A Case Review** | | |  |  |  |
| 13 | **MEETING CONCLUSION**  **End Time:** | | | All | D |  |