**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:** | AllAll | DD | 11:30-11:40 |
| 2 | **Births, clinical issues**  | All | II | 11:40-11:50 |
| 3 | **Administrative Team Items*** **Durham Clients**
 | Jamila/VanessaJamila/Mehrnaz |  |  |
|  |  |  |
| 4 | * **Ultrasound clinic list update**
* **Team changes discussion**
* **System to manage roster/booking clients**
* **Clinic Equipment Calibration**
 | AmandaLaurie/AllLaurie/AllLaurie/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
 | TamaTama/AlexMojgan/TamaAlexAlex | I/DIIII/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 |  |