**Practice Meeting Agenda**

**Meeting Date:**

**OBJECTIVE: To address each agenda item and determine action items for completion.**

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|  | Agenda Item | Responsible | Information (I) Decision Required (D) | Time |
| 1 | **Approval of New Agenda**  **Approval of Previous Meeting Minutes**  **Date(s)\_\_Aug 2, 2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Next Meeting Chair: Sanaz Kama**  **Next Meeting Minute Taker: Mojgan/Alexandra** | All  All | D  D | 09:30-09:40 |
| 2 | **Previous Weeks Birth Review**  **Client Clinical Highlights** | All | I  I | 09:40-09:50 |
| 3 | **Administrative Team Items** | Monica/Jamila |  | 09:50-10:10 |
| 4 | **Deferred Items from Last Meeting** |  |  |  |
| 5 | **New Items**   * **Baby Charts in Accuro (OHIP)** * Birth info and postpartum sheets in Accuro * Third On Call switch over times Mon/Fri between teams * Privacy Officer | Sanaz  Sanaz  Laurie  Alex | I/D | 10:10-10:15  10:15-10:20  10:20-10:25  10:25-10:30 |
|  | **10 MINUTE BREAK (optional/group decision)** |  |  | (**(((TBD)** |
| 6 | **Student Items** |  |  |  |
| 7 | **Covid-19 Updates/Issues** |  |  |  |
| 8 | **Protocol Review** |  | D |  |
| 9 | **Case Review(s)** |  | I |  |
| 10 | **STANDING ITEMS:**   * SHN * TBC * MoreOB * AOM/CMO * MEP/IMPP | Alex  Alex  Alex | I/D  I  I  I  I/D | 10:30-10:35  10:35-10:40  10:40-10:45 |
| 11 | **REMINDERS**   * **BORN Due \_\_\_\_August 18th 9 AM\_\_\_\_\_\_** * **Medication/Supplies Pick-up at Hospital** | All | I |  |
| 12 | **ANY OTHER BUSINESS (A.O.B)** |  |  |  |
| 13 | **MEETING CONCLUSION**  **End Time:** | All | D |  |