

Team Meeting Agenda

- 1. Good News Report** – What’s working? What’s good in the practice, in your life, in the world? Congratulate yourself or someone on attainment of a goal. Thank someone for helping out when needed. Pass along a compliment from a patient.
- 2. Practice Statistics Report** – Weekly/monthly review of practice monitors.
- 3. Commitment Report** – Review of old business and status of previous commitments.
- 4. New Business Report** – Review and discussion of items on team improvement list. Remember to always bring at least one possible solution.
- 5. Project List** – Time set aside to work on current projects.
- 6. Training List** – Time set aside to provide team members with additional training on new products, procedures, verbal skills, techniques, equipment, etc.