

Agenda Example

To effectively reduce the micromanagement of your practice and encourage delegation it is important to have regular monthly meetings with practice principals and bi-monthly meetings with practice staff. Every two to three years a staff development day is also encouraged.

STRICTLY CONFIDENTIAL

XYZ Medical Practice Monthly Board Meeting

To be held on Monday 28 February 2008 at 20:00

at 226 Main Street, Anywhere 8000

EXAMPLE AGENDA

	1.		PRESENT: APOLOGIES: INVITED GUESTS: Legend F – Financial C – Customer/Patient P – Internal processes L&G – Learning & Growth	Next Step/Date
	2.		MINUTES OF THE PREVIOUS MEETING	For Approval
	3.		MATTERS ARISING FROM LAST MINUTES: ACTION ITEMS:	

	3.1		L&G Accreditation Update Falling behind on training doctors on protocols	Arrange meeting with surveyors in two weeks - DD
	3.2		P Banking	
	3.3		L&G Staffing	
		3.3.1	C Patient satisfaction survey	
		3.3.2	L&G Staff Morale Review	
	3.4		F Practice Restructuring – Review financial performance	
	4.		NEW BUSINESS:	

		4.1		F Potential New Associate	
		4.2		P Purchase of Computer System	
	5.			ANY OTHER BUSINESS	
	6.			DATE OF NEXT MEETING:	
	7.			CLOSE OF MEETING	

Action Items Example

It is important to record action items from the meeting so the Meeting Agenda does not get to overburdened with projects that do not need to be discussed at every meeting because the item has not progressed enough for it to be discussed at the next meeting. This document though should be tabled at the next meeting for a quick up date.

ACTION ITEMS

EXAMPLE

	Status	Date of Meeting	Agenda Item Number	Person Responsible	Next Step F – Financial C – Customer/Patient P - Process L&G – Learning & Growth	Due Date
	📁	28/2/00	3.3.1	Managing Principal	L&G Organise recruitment of .75 replacement Practice Manager	3/4/00
	📁	28/2/00	4.1	Managing Principal	C Enter into further discussions with potential Associate and to seek advice on appropriate buy in price and conditions.	30/5/00
	📁	28/3/00	4.2	Practice Manager	F Determine Practice key financial performance indicator requirements and review national benchmarks.	28/4/00

📁 = in action