



Staff Meeting Agenda

Goal

To help the practice grow by continually improving collaboration and communication as well as systems and processes.

Guidelines

Rotate the role of meeting facilitator each week so everyone gets a turn to lead. The meeting facilitator should focus on getting everyone to participate. Good ideas can come from anyone.

Personal Awesomeness

Invite team members to share something from their personal lives – a cool thing they did with friends or family in the past week, a photo, etc.

Team Learning

Share a link to an article or video on the industry, practice building or practice management for team discussion. (or something such as learning a piece of equipment or software)

What's Working?

- Appointment setting _____
- Patient experience _____
- Increasing acceptances _____
- Other _____

What's Not Working?

- Appointment setting _____
- Patient experience _____
- Increasing acceptances _____
- Other _____

Other Stuff

What other issues or processes need to be discussed by the team? Encourage team members to bring up items here.

How Can We Improve?

Focus on systems solutions.

- Appointment setting _____
- Patient experience _____
- Increasing acceptances _____
- Other _____

Monthly Sales Goal: _____

MTD Sales: _____

Celebrating Mistakes

What were the biggest mistakes of the past week and what are systems solutions?

Recognition

At each meeting a team member tells one thing that they appreciate about another team member.

The One Thing

Have each team member record here the most valuable task they will complete this week.

Team Member	Task

Action Items

- 1.
- 2.
- 3.