



Below is a template meeting agenda that can be adapted for full-team meetings. This structure ensures that the meeting is organized, covers all essential areas, and allows for open communication and team engagement.

You may adapt the below as necessary to meet your team's specific needs:

1. **Welcome and Introductions**
 - Brief welcome by meeting facilitator
 - Introduction of any new staff members
2. **Review of Previous Meeting Minutes**
 - Summary of key points from previous meeting
 - Follow-up on any outstanding items
3. **Practice Updates**
 - New business (e.g., new policies, upcoming events)
 - Review of current projects and initiatives
 - Updates on hospital performance and metrics
4. **Team Highlights**
 - Recognition of individual and team achievements
 - Success stories and positive feedback from clients
5. **Operational Updates**
 - Financial overview, *as needed*
 - Updates on equipment, supplies, and facility maintenance, *as needed*
6. **Clinical Updates**
 - Discussion of recent cases and outcomes
 - Updates on new treatments, protocols, and best practices, *as needed*
7. **Training and Development**
 - Upcoming training sessions and continuing education opportunities
8. **Open Forum**
 - Opportunity for staff to raise questions, concerns, or suggestions
9. **Action Items and Next Steps**
 - Summary of key decisions made during the meeting
 - Assignment of tasks and responsibilities
 - Setting the date and draft agenda for next meeting
10. **Closing Remarks**
 - Final thoughts from meeting facilitator
 - Encouragement and motivational message