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| **Hospital Meeting Agenda** |
| **Date:** | **Time:** |
| **Location:** | **Meeting called by:** |
| **Food Provided** | **Facilitator** |
| **Note taker** |  |
| **Attendees** |
| **Please read** |
| **Please bring** |
| **Agenda Items** |
| **TOPIC** | **PRESENTER** | **TIME ALLOTTED** |
| **Welcome Staff** |  |  |
| **Statement of goals and guidelines** |  |  |
| **Celebrations, Anniversaries** |  |  |
| **Housekeeping Items/safety updates** |  |  |
| **Review from prior meeting** *(previous decisions, problems implementing, unresolved issues, status reports)* |  |  |
| **Continuing Education Topics** |  |  |
| **New Business** *(problems/concerns, new medical and office topics, upcoming events)* |  |  |
| **Spotlight successes and rewards** |  |  |
| **Topics for next meeting** |  |  |
| **Adjourn** |  |  |
| **Other Information** |  |  |
| **Observers** |  |  |
| **Resources** |  |  |
| **Special notes** |  |  |