**SAMPLE MONTHLY MEETING AGENDA FOR**

**FRESH START PHYSICAL THERAPY INC.**

|  |
| --- |
| **MEETING DETAILS** |
| Date: 1/21/2021 Time: 1500 [ ]  AM [x]  PMLocation: Fresh Start Headquarters, 123 Main St, Pasadena, CA Dial-in Number: 799-999-9999 MEETING URL: www.google.meet.aqfdx.com |
| **ITEMS & DISCUSSION** |
|  |
| **5min** | **1ST ITEM: Opening*** Chairperson, Melody Schneider will begin with opening introductions.
 |
| **2****min** | **2ND ITEM: Attendance*** Present: George Calwell, Darren Painter, Karen Larue, Martina Boswell, Nick Lavent
* Absent: Brock Thomson
 |
| **10****min** | **3RD ITEM: Agenda Introduction*** Chairperson, Melody Schneider will overview today’s agenda, including equipment stock, patient check-in, insurance billing, and staff performance updates.
 |
| **15****min** | **4TH ITEM: Old Business*** Karen to address equipment stock shortages due to shipping delays.
* Nick (front desk staff) to finish presentation on new patient check-in protocols.
 |
| **20****min****3min** | **5TH ITEM: New Business*** Darren to overview new list of accepted insurances, including when website updates and announcement will take effect.
* Melody to announce new performance review dates and details for physical therapists.

**6th ITEM:** Adjournment* Announce new meeting date and time and conclude meeting.
 |