

SAMPLE MONTHLY MEETING AGENDA FOR FRESH START PHYSICAL THERAPY INC.

MEETING DETAILS

Date: 1/21/2021 Time: 1500 AM PM

Location: Fresh Start Headquarters, 123 Main St, Pasadena, CA Dial-in Number: 799-999-9999
MEETING URL: www.google.meet.aqfdx.com

ITEMS & DISCUSSION

5 **1ST ITEM: Opening**
min

- Chairperson, Melody Schneider will begin with opening introductions.

2 **2ND ITEM: Attendance**
min

- Present: George Calwell, Darren Painter, Karen Larue, Martina Boswell, Nick Lavent
- Absent: Brock Thomson

10 **3RD ITEM: Agenda Introduction**
min

- Chairperson, Melody Schneider will overview today's agenda, including equipment stock, patient check-in, insurance billing, and staff performance updates.

15 **4TH ITEM: Old Business**
min

- Karen to address equipment stock shortages due to shipping delays.
- Nick (front desk staff) to finish presentation on new patient check-in protocols.

20 **5TH ITEM: New Business**
min

- 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.

3 **6TH ITEM: Adjournment**
min

- Announce new meeting date and time and conclude meeting.