

SAMPLE AGENDA FOR YOUR VIRTUAL TEAM MEETING

** The key with this meeting is to NOT be the doom and gloom educator about the virus!
(They can learn that elsewhere.)

WELCOME EACH PERSON TO THE MEETING

- Ask each member, one at a time to share something POSITIVE about their own home isolation. For example, something new they have done, how they overcame boredom, what they are realizing or learning while in isolation. Specific examples can include: completed an online course, finished a novel, home updates, baked their first soufflé.

PRACTICE UPDATE IN THE FOLLOWING CATEGORIES

- Status of the facility and shut down procedures.
- Review from any employee on-site what is occurring (if applicable).
- Patient emergencies and how are we coping.
- Dentistry's availability of N-95 masks.
- New screening procedures of patients and how it is going.

WHAT IS HAPPENING EACH WEEK TO KEEP IN CONTACT WITH PATIENTS

- Dr. Videos and re-open updates.
- Weekly outbound touch base emails and how to word them.
- Dental tips and reminders of their home care.
- What is happening with practice social media?
- Contests or patient input of stories of their isolation.

PREVIOUS PROJECTS THAT NEED TO BE COMPLETED FROM OLD BUSINESS

- Evaluate progress by following up on action items and commitments made in the previous meetings.
- Goal review and evaluate progress.
- What projects can be worked on in isolation?
- Who will work on projects and small group work?

CLOSE THE MEETING

- End on a positive note with your best WIN or a good news story, something all will relate to. Be sure to also schedule a date and time of the NEXT Virtual Meeting.