

## Team Meeting Schedule

### Provider meeting ground rules

- Start and end on time.
- Use an agenda.
- Do not have sidebar conversations.
- All ideas will be considered.
- Include additional ground rules as agreed upon by team members.

### Identify time and place for meetings

- Team does not have to meet at same time and place each week.
- Meetings can be more or less frequent, as needed.
- Post meeting schedule in a place accessible to all team members.

Meeting Schedule		
Date	Time	Place