# 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

This material was prepared by Health Services Advisory Group (HSAG) Hospital Quality Improvement Contractor (HQIC), under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy. Publication No. XS-HQIC-QI-05122021-04

* 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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |