

Meeting Minutes Template

ATTENDANCE

Name	Designation	Internal/ External	Present

MEETING LOCATION

Building:

Conference Room:

Conference Line:

Web Address:

MEETING START

Meeting timetable Start:

Meeting Actual Start:

Meeting Scribe: <Name>

AGENDA

(Analysing the points one after another)

MEETING END

MEETING TIMETABLE END:

Meeting Actual End:

POST MEETING ACTIVITIES

Activities	Assigned To	Deadline

DECISIONS MADE

NEXT MEETING

Policy Document

The following is a template of policy document that is required for the meeting, which will be distributed amongst the members when the meeting would be initiated.

Introduction

Agenda

Forms of Decisions and Recommendations

Decision Issues

Meetings Procedures

Introduction

Summary of meeting deadlines

Document Format

Ethical Considerations

ASSESSMENT TASK 2: CONDUCT, FOLLOW UP, & REPORT ON A MEETING***Part A***

Following table shows that all developed tasks in the first assessments for the preparation procedure has been conducted.

Developed Task for Meeting Preparation	
Initiate the meeting by identifying the topic and a brief introduction, identifying the members of the meeting, their professions and their relation to the meeting	✓
Address the issue, highlighting the purpose and agenda and which particular details would be defined by the participants present in the meeting	✓
Indicate the encounters faced by employees regarding the system	✓
Details of the encounters that were reported directly to the administration and received suggestions from the employees	✓
Explaining the process of the system and what problems are occurring in it, based on technical and manual aspects, whether problems were caused by the employees or by equipment.	✓
Presenting strategies in terms of the hardware and software of the system, and what measures are to be taken by the people who operate it and to what extend can they be questioned to make the system more reliable and enhanced	✓
Providing his/her opinions and further improvements that can be made in the designs provided by the Healthcare IT Support and training measures that should be adopted	✓
Highlighting major points of the meeting and initiate discussion amongst the members	✓

Part B

The meeting had identified a better software and computational procedure for the system because it was running on an old model, which is why the presented software and the techniques in implementing it would not let the whole system be removed. However, external hardware components would be required and insulation with respect to the healthcare environment is essential.

- **Meeting evaluation forms**

Following are the Meeting evaluation forms filled by the participants of the meeting,

Candidate name	Health Services Assistant Secretary				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.		✓			
The chairperson kept discussions focused on achieving the purpose of the meeting.		✓			
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.	✓				
The chairperson facilitated the problem-solving activity to resolve any issues.		✓			
The chairperson facilitated decision-making to ensure required decisions were made.			✓		
The meeting followed the agenda.	✓				
The desired outcome for the meeting was achieved.	✓				
The meeting concluded on time.					✓
General feedback regarding the way in which the meeting was conducted: It was conducted in a proper manner but could have been controlled in a better way					

Candidate name	Director of Medical Services				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.		✓			
The chairperson kept discussions focused on achieving the purpose of the meeting.		✓			
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.				✓	
The chairperson facilitated the problem-solving activity to resolve any issues.			✓		
The chairperson facilitated decision-making to ensure required decisions were made.		✓			
The meeting followed the agenda.		✓			
The desired outcome for the meeting was achieved.		✓			
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
-					

Candidate name	Health Services Administration				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.				✓	
The chairperson kept discussions focused on achieving the purpose of the meeting.		✓			
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.		✓			
The chairperson facilitated the problem-solving activity to resolve any issues.	✓				
The chairperson facilitated decision-making to ensure required decisions were made.		✓			
The meeting followed the agenda.		✓			
The desired outcome for the meeting was achieved.			✓		
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
The issues					

Candidate name	Health Support Manager				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.			✓		
The chairperson kept discussions focused on achieving the purpose of the meeting.			✓		
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.	✓				
The chairperson facilitated the problem-solving activity to resolve any issues.	✓				
The chairperson facilitated decision-making to ensure required decisions were made.		✓			
The meeting followed the agenda.			✓		
The desired outcome for the meeting was achieved.			✓		
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
-					

Candidate name	Healthcare IT Engineer				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.	✓				
The chairperson kept discussions focused on achieving the purpose of the meeting.		✓			
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.		✓			
The chairperson facilitated the problem-solving activity to resolve any issues.		✓			
The chairperson facilitated decision-making to ensure required decisions were made.			✓		
The meeting followed the agenda.				✓	
The desired outcome for the meeting was achieved.			✓		
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
-					

Candidate name	Managing Director				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.	✓				
The chairperson kept discussions focused on achieving the purpose of the meeting.		✓			
The chairperson maintained control of the meeting throughout the duration.		✓			
The chairperson ensured all participants were involved in discussions.		✓			
The chairperson facilitated the problem-solving activity to resolve any issues.	✓				
The chairperson facilitated decision-making to ensure required decisions were made.				✓	
The meeting followed the agenda.		✓			
The desired outcome for the meeting was achieved.	✓				
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
-					

Candidate name	Healthcare IT professional trainer				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The meeting started on time.	✓				
The meeting purpose was clear.	✓				
The chairperson kept discussions focused on achieving the purpose of the meeting.			✓		
The chairperson maintained control of the meeting throughout the duration.			✓		
The chairperson ensured all participants were involved in discussions.			✓		
The chairperson facilitated the problem-solving activity to resolve any issues.	✓				
The chairperson facilitated decision-making to ensure required decisions were made.		✓			
The meeting followed the agenda.		✓			
The desired outcome for the meeting was achieved.		✓			
The meeting concluded on time.	✓				
General feedback regarding the way in which the meeting was conducted:					
-					

- Minute Taker Evaluation Form

Candidate name	Minute Taker				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The chairperson clearly explained the meeting purpose and the expected outcomes.		✓			
I was provided with a list of the attendees and their roles prior to the meeting.	✓				
I was provided copy of a minute template to use to record the meeting discussions.	✓				
The chairperson explained any organisational requirements/conventions for recording the meeting minutes.		✓			
The chairperson explained the required method for recording meeting notes and their expectations with regards to the level of detail of information recorded.	✓				
I was provided with examples of previous minutes to assist me with understanding what was required.	✓				
It was clear to me what was expected.		✓			
General feedback regarding the information you were provided regarding taking minutes for the meeting:					
-					

Part C

Following are the minutes developed by the minute-taker,

- **Minutes Developed by the Minute-Taker**

ATTENDANCE

Name	Designation	Internal/ External	Present
Individual A	Health Services Assistant Secretary	Internal	Yes
Individual B	Director of Medical Services	Internal	Yes
Individual C	Health Services Executive	Internal	Yes
Individual D	Health Support Manager	Internal	Yes
Individual E	Healthcare IT Engineer	Internal	Yes
Individual F	Managing Director	Internal	Yes
Individual G	Healthcare IT professional	External	Yes

MEETING LOCATION

Building: Building A

Conference Room: Conference Room #01

MEETING START

Meeting timetable Start: 09:00 am

Meeting Actual Start: 09:00 am

AGENDA

- Developing relevant strategies
- Investigating software and hardware operating systems
- Presenting a long-range and tactical information systems plan for the facility
- Analysing healthcare IT vendors for proper technology strategy

MEETING END

MEETING TIMETABLE END: 12:00 PM

Meeting Actual End: 12:00 PM

POST MEETING ACTIVITIES

Activities	Assigned To	Deadline
Software and hardware testing based on the presented strategies and techniques that can be employed based on the provided resources by the organisation	Healthcare IT Engineer	4 th June 2016
Provide the required resources, support, and labour to the Engineer in order to process and operate the system based on the developed technical steps	Health Support Manager	4 th June 2016
Developing training strategies and related support to the Healthcare IT staff of the organisation	Healthcare IT professional	4 th June 2016

DECISIONS MADE

Further work will be processed after the assigned activities are achieved by their deadlines and their outcomes are analysed in the next meeting.

NEXT MEETING

Building: Building A
 Conference Room: Conference Room #01
 Date: 5th June 2016
 Time: 09:00

- **Corrected and Finalised Minutes**

ATTENDANCE

Name	Designation	Internal/ External	Present
Individual A	Health Services Assistant Secretary	Internal	Yes
Individual B	Director of Medical Services	Internal	Yes
Individual C	Health Services Administrator	Internal	Yes
Individual D	Health Support Manager	Internal	Yes
Individual E	Healthcare IT Engineer	Internal	Yes
Individual F	Managing Director	Internal	Yes
Individual G	Healthcare IT professional trainer	External	Yes

MEETING LOCATION

Building: Building A
 Conference Room: Conference Room #01

MEETING START

Meeting timetable Start: 09:00 am
 Meeting Actual Start: 09:00 am

AGENDA

- Developing relevant strategies
- Investigating software and hardware operating systems
- Analysing budget and staff usage, associated requirements and demands
- Presenting a long-range and tactical information systems plan for the facility
- Analysing healthcare IT vendors for proper technology strategy

MEETING END

MEETING TIMETABLE END: 12:00 PM
 Meeting Actual End: 12:00 PM

POST MEETING ACTIVITIES

Activities	Assigned To	Deadline
Software and hardware testing based on the presented strategies and techniques that can be employed based on the provided resources by the organisation	Healthcare IT Engineer	4 th June 2016
Provide the required resources, support, and labour to the Engineer in order to process and operate the system based on the developed technical steps	Health Support Manager	4 th June 2016
Developing training strategies and related support to the Healthcare IT staff of the organisation	Healthcare IT professional trainer	4 th June 2016

DECISIONS MADE

Further work will be processed after the assigned activities are achieved by their deadlines and their outcomes are analysed in the next meeting.

NEXT MEETING

Building: Building A
 Conference Room: Conference Room #01
 Date: 5th June 2016
 Time: 09:00

ASSESSMENT TASK 3: WRITTEN REFLECTION

I had sent an electronic email invite because it is a convenient and easy way to inform all, to the Health Services Assistant Secretary, Director of Medical Services, Health Services Administration, Health Support Manager, Healthcare IT Engineer, and Managing Director, which were internal participants of the organisation, and the Healthcare IT professional trainer was an external one. Since they healthcare related employees were directly associated with the system and employees within the facility had reported their problems to them as well. For the higher managerial authorities, I invited them because their approval for the modified designs and their implementation were necessary.

Based on their respective roles, I had decided the developed activities. The timeframe for the activities was established in accordance with the participants. The follow up action in terms of whether the activities are conducted within the given time or not, were the meeting set for 5th June 2016, in which I will review the conducted work and then proceed further. My outcomes were based on the decisions developed by all the participants because the strategies that would be employed on the system, issues will arise when the IT professional and Engineer would apply the designed technique and computational process interfacing them with the hardware.

The reason for having another meeting was to give this project proper timing because at an initial level, major decisions cannot be based on one single meeting. The testing of the system has to be done in a precise manner for which time is needed. This is why I had utilised this strategy in processing the work and reached my conclusion. The problem of whether the organisation has enough resources or not for the presented design was solved because I had provided essential

computational techniques that were in the budget of the facility. This is why the project was approved. The chairperson had conducted the meeting in a proper manner by initially introducing each member and their expertise that would contribute in the defined problem.

The convention was the American Health Information Management Association's (AHIMA's) Code of Ethics. I had presented a proper set of code of ethics for the members of the meeting to follow. I decided the budget of A\$ 600, which covered almost every expense of the meeting. I provided the pre-reading material and the agenda when I had the invite to the members because it was an easy way, and during the meeting and presented first drafts of the reasons for implementing changes in the system and strategies and techniques (manual and technical) should be applied. The meeting minutes documentation would be distributed through electronic means. I will email them to the participants because they identify key points and major areas of further improvement in the discussed strategies.