

Meeting Management Roadmap for MSPs



Healthcare organizations have a multitude of standing committees, ad-hoc committees, and task forces. This MSP roadmap outlines the steps that lead to stellar meeting management, which can increase efficiency and improve effectiveness.



LOGISTICS

Schedule a date for the meeting, a conference room or virtual meeting space, and order refreshments and A/V equipment as needed



PARTICIPANTS

Identify committee members and ex-officio members, and determine what constitutes a quorum to conduct committee business



AGENDA

Review previous minutes for residual items and then draft the agenda in collaboration with the meeting chair



PRESENTERS

Identify who will present reports and what resources they need; if applicable, ensure that presenters have access to the meeting management platform



MATERIALS

One week prior to the meeting, distribute the draft agenda and supporting materials to participants



REMINDER

One day prior to the meeting, send a reminder with the meeting time and location to participants



MSP ROLE

During the meeting, support the chair, clarify as needed about policies and procedures, serve as the facilitator, and record notes on a notebook computer using the agenda as a template



TRANSCRIPTION

Immediately after the meeting, deconstruct the meeting packet and begin transcribing the minutes; present minutes to the chair within 48 hours



FOLLOW-UP

Complete or delegate any assigned action items identified during the meeting



TMG is the trailblazer in delivering MSP training and the trusted partner of healthcare organizations. Contact ask@teammedglobal.com to explore how TMG can help your MSPs reach their full potential or crosstrain to create an internal agency pool to fill MSP staffing gaps.