

## SAMPLE STAFF MEETING AGENDAS AND MINUTES

Agendas and minutes are important elements to record events and concerns during health information technology (HIT) staff meetings. This tool is recommended for use on a standard office document. Below are samples of a meeting agenda and minutes.

### Agenda Template

HIT Steering Committee Agenda		
<b>Date:</b> March 5, 2011	<b>Time:</b> 9:00 AM - 9:45 AM	<b>Location:</b> Suite A; Conf Room
<b>Invitees:</b> Katherine Perkins (EHR Lead), Dr. Wyatt (Physician Champion), Sally Brown (Nursing Supervisor), Dr. Robinson, Robin Jones (Medical Record Supervisor), John Madison (Laboratory Supervisor), Mary Underwood (Front End Supervisor)		
Time	Action	Outcome
9:00 AM	Minutes from previous EHR Introduction meeting reviewed	None
	Vendor selection has been narrowed down from 5 to 3; top candidates will have RFP written	Differentiation of products, price, and implementation strategies discussed. IT/Hardware needs discussed.
9:10 AM	Ms. Perkins reviewed key differentiating factors of vendors approved at last meeting	Discussion concluded with unanimous vote for Vendor A.
9:30 AM	Dr. Wyatt lead discussion and vote	RFP Domain Team chosen of the following members: EHR Lead, Physician Champion, and Nursing Supervisor.
9:40 AM	RFP Domain Team Assigned	Vendor selection completed.
9:45 AM	Review of meeting, accomplishments, identify topics for next meeting, schedule meeting time for 1 week ahead	RFP Status discussion for next meeting scheduled March 12, 2011 at 9:00 AM.

**Minutes Template**

HIT Steering Committee Minutes		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Invitees</b> <i>(list for agenda):</i> <b>Present</b> <i>(list for minutes):</i> <b>Absent</b> <i>(list for minutes):</i>		
Time	Action	Outcome
	Review accomplishments	
	Identify improvements to meeting process	
	Identify topics for next meeting	
	Adjourn	