

# Daily Huddle Agenda

Keeping Your Medical Team Aligned and Prepared

*Date:* \_\_\_\_\_ *Time:* \_\_\_\_\_

*Facilitator:* \_\_\_\_\_

*Attendees:* \_\_\_\_\_

\_\_\_\_\_

## 01 Quick Wins & Highlights (2-3 minutes)

- Share successes or positive patient feedback from the previous day
- Celebrate team or individual accomplishments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 02 Review of Daily Schedule & Staffing (3-5 minutes)

- Confirm appointment volume and any changes or cancellations
- Review staff availability and coverage for the day
- Identify any anticipated bottlenecks or high-demand periods

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 03

## Patient Care & Operational Updates (5 minutes)

- Discuss urgent patient issues or escalations from prior day
- Review any new protocols or policy changes
- Highlight any updates related to compliance, documentation, or workflows

---

---

---

---

### 04

## Technology & Equipment Checks (2 minutes)

- Confirm remote staff have needed equipment and connectivity
- Report any technical issues affecting workflow

---

---

---

---

### 05

## Training & Development (Optional, 3 minutes)

- Brief on ongoing training, upcoming sessions, or skill refreshers
- Share quick tips or reminders (e.g., phone etiquette, documentation best practices)

---

---

---

---

## 06 Open Floor / Questions (3-5 minutes)

- Provide space for team members to raise concerns or suggestions
- Address any questions or clarify uncertainties

---

---

---

---

## 07 Action Items & Next Steps (2 minutes)

- Assign responsibilities for any outstanding tasks or follow-ups
- Confirm next meeting or check-in time

---

---

---

---

## Notes:

---

---

---

---

---