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Practice Meetings

1. Morning Huddle: 10 minute meeting with the entire team. (see morning huddle agenda).
2. Management Meeting: 1 hour meeting between the Dr and office manager (often a lunch meeting). Includes receivables report, quarterly team assessment, quarterly reports (master, marketing, & overhead), and action plan update.
3. Monthly Meeting: 90 minute meeting with the entire team. Notes are kept by the office manager. Includes a review of notes from the previous meeting, "clearing", OSHA/Housekeeping update, and miscellaneous agenda items chosen by team members.
4. Quarterly Statistical Review: 2 hour meeting with the entire team. Notes are kept by the office manager. In addition to all items from the monthly team meeting, a review and discussion of the practice master and marketing reports is included.
5. Annual Meeting: All day meeting with the entire team. A site away from the office is preferred. Notes are kept by office manager. In addition to all items from the monthly and quarterly team meetings, it includes a review and update of the practice mission statement, vision, goals, business plan, marketing plan, and action plan.

Practice Meeting Frequencies

1. Morning Huddle: daily
2. Management Meeting: quarterly
3. Monthly Meeting: monthly*
4. Quarterly Statistical Review: quarterly and combined with the monthly team meeting*
5. Annual Meeting: yearly and combined with the quarterly and monthly team meetings*

*The monthly, quarterly, and annual meetings combine for 12 team meetings per year.