

Sample Huddle Agendas

Care Team Huddle (Beginning of the day: 5-10 minutes)

- Review the day's schedule. Are any changes necessary?
- What are team assignments for the day?
- Are rooms set up with needed supplies?
- Are needed reports and information available?
- What challenges are anticipated?
- What follow-up is necessary (e.g., hospital discharges, labs, consults)?

Mid-day Huddle (3-7 minutes)

- How is the day going?
- What has changed since the morning huddle?
- What urgent issues have come up during the morning?
- Are any schedule changes necessary?
- Who needs help?

Process Improvement Huddle (Beginning or end of the day: 5-10 minutes)

- Ask team members to share errors or problems associated with a particular process
- Discuss what can be learned from the errors or problems
- Solicit ideas for process change
- Agree on a process change and a way to evaluate that change

Weekly Huddle (Used in practices that don't have time/capacity for a longer weekly meeting: 10-15 minutes)

- Communicate schedule changes for the coming week
- Anticipate appointment surges
- Assess team workflow
- Identify potential issues and process improvements
- Recognize team and individual achievements



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