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