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web nov 22 2019 by rotating the leader or assigning each person to an agenda item you encourage participation and give everyone a chance to be heard stick to the agenda and stay on track if agenda items need to be tabled or revisited make a note of it take notes meeting minutes are the best way to know how you reached decisions during the meeting *the perfect dental practice meeting dental coach kevin rose* - Jun 21 2023 web may 11 2023 there is nothing more intimidating than attending a meeting where the chair has the agenda as long as their arm but nobody else knows what is on it team meetings should be documented and all staff should have a training manual so utilise the meeting as training as well