

# PinkHealth

**To:** All Clinic Personnel

**From:** Operations Manager

**Date:** February 5, 2026

**Subject:** Summary of Monthly Team Meeting – February

**Executive Summary**

- This memo outlines the key discussions and decisions finalized during our monthly alignment meeting. All staff are expected to review the action items relevant to their departments.

**Key Discussion Points**

- **Patient Feedback Trends:** A 15% increase in positive feedback regarding our new digital check-in system was noted. However, some patients mentioned wait times during peak morning hours (9:00 AM – 10:30 AM).
- **Facility Maintenance:** The upcoming air-conditioning maintenance is scheduled for next Friday; minor noise disruptions are expected in the waiting area.
- **Digital Security:** A reminder was issued regarding the importance of frequent password updates for the clinic management system.

**Decisions Made**

1. **Shift Overlap:** We will implement a 15-minute shift overlap for staff to ensure better continuity of care during handover.
2. **Resource Allocation:** A new budget has been approved for upgrading two diagnostic workstations in the primary consultation rooms.

**Action Items**

Action Item	Assigned To	Deadline
Finalize training schedule for the new CRM module	Mary Peh	Feb 10
Conduct inventory check on surgical masks/gloves	Harry Gow	Feb 12

**{THE END}**