

South Reading & Shinfield Group Medical Practice

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Patient Participation Group Meeting Agenda Tuesday 22nd November 2022 via Teams

	<p>Present: Dr Faiza Akif – Managing Partner Adeline Fleming – Practice Manager Farrah Khan – Operations Assistant EH – PPG Member</p>	
	<p>Apologies and Welcome Dr Akif welcomed all to the meeting</p>	
4	<p>Meeting agenda</p> <p>Practice Updates</p> <p>1. Dr Akif welcome all participants to he meeting and introduced Adeline Fleming, Practice Manager and Farrah Khan,Operations Assistant as new members joining the Team. She also gave information of who has left the Team.</p> <p>Plans</p> <p>2. Plans to complete a patient survey were discussed and to get ideas and suggestions of how best to go about. EH suggested ways of running a survey and volunteered her help should we need it going forward I the future.</p>	
5	<p>Dr Akif closed the meeting. No new date was set but AF will be in contact in the New Year to offer some dates</p>	