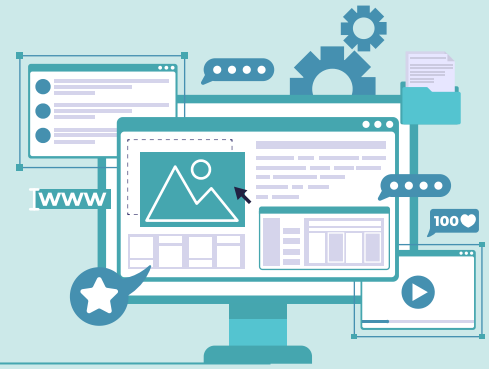


# 5 WAYS AI CAN MAKE YOUR DENTAL TEAM MEETINGS MORE PRODUCTIVE



## 1 CREATE MEETING AGENDAS IN SECONDS

→ Use AI to: Generate structured agendas based on topics like patient care, scheduling, and team training.

💡 Try it: Ask ChatGPT: "Create a 20-minute team meeting agenda for improving patient communication and reducing no-shows."

# 1

# 2

## 2 TAKE NOTES & SUMMARIZE KEY POINTS

Use AI to: Keep track of key discussions without someone being stuck as the "designated note-taker."

💡 Try it: Record audio from your meeting and use [Otter.ai](#) or [Fireflies.ai](#) to transcribe and summarize key takeaways.



# 3

## 3 TURN CONVERSATIONS INTO ACTIONABLE TASKS

Use AI to: Identify action items from discussions and assign them to the right team members.

💡 Try it: Use Notion AI or Asana AI to convert meeting notes into a task list for follow-ups.



## 4 USE AI TO ROLE-PLAY & TRAIN YOUR TEAM

Use AI to: Simulate patient interactions, train on handling tough conversations, or improve scheduling efficiency.

💡 Try it: Use ChatGPT: "Pretend to be an anxious patient calling to cancel their appointment—help my team practice handling this."



# 5



# 4

## 5 REDUCE MEETING TIME & KEEP FOCUSED

Use AI to: Keep meetings efficient by setting time limits for each topic and keeping discussions on track.

💡 Try it: Use a tool like Clockwise AI to schedule meetings at the best times and keep them from running over.