

Launch Meeting Agenda

- Introductions and pass around meeting roster
- Broker reviews entire plan
- Everyone signs the plan
- FMS to go over the MOU between participant and FMS
- FMS to go over the addendum to MOU
- Give participant acceptable and unacceptable inquiries for interviews
- Review payroll deadline – all paperwork must be original
- Review staff timesheets
- Review monthly notes and invoices
- Review the Year to Date Expense Report
- Review participant and FMS checklist – have participant sign their checklist
- Briefly review HIPPA and have participant sign
- Review support broker agreement and have all parties sign
- Give participant employee handbook
- Have participant, broker and FMS sign the launch meeting checklist