**STAFF MEETING AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | LOCATION | START TIME | END TIME |
|   |   | 10:30 AM | 11:10 AM |
| FACILITATOR | CONTACT EMAIL | CONTACT PHONE |
|   |   |   |
| ATTENDEES REQUESTED |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |  |
| SCHEDULE |   |   |   |   |
| **AGENDA ITEM** | **NOTES** | **PRESENTER** | **DURATION** |
| Call to Order | Team Name / Organization; Attendee Names; Attendees Not Present |   | 0:02 |
| Welcome |   |   | 0:03 |
| Previous Minutes |   |   | 0:05 |
| Action Item Reports |   |   | 0:05 |
| Review of Week Previous |   |   | 0:05 |
| Administrative |   |   | 0:05 |
| Housekeeping / OSHA |   |   | 0:05 |
| Training |   |   | 0:05 |
| Unfinished / New Business for Next Meeting Agenda |   |   | 0:05 |
| Adjournment |   |   | 0:00 |

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