**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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