

# Staff Meeting Agenda and Minutes

Date:	Time:
Location:	Facilitator:
Note Taker:	Attendees:

## Agenda

1. Welcome and Introductions
2. Announcements
3. Review of Previous Minutes
4. Reports
  - Department Updates
  - Project Status
5. Old Business
6. New Business
7. Action Items
8. Next Meeting
9. Adjournment

## Meeting Minutes

Agenda Item	Discussion Notes	Action Items / Responsible
Welcome and Introductions		
Announcements		
Review of Previous Minutes		
Reports		
Old Business		
New Business		
Action Items		
Next Meeting		
Adjournment		

Minutes Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_