

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: _____