

# Department Head Weekly Minutes Form

Hotel Name

Department

Date

Prepared By

## Attendance

List attendees present...(Names, Titles)

## Key Points Discussed

Summarize the main topics and issues addressed in the meeting...

## Decisions Made

Record important decisions that were agreed upon...

## Action Items

List action items, responsible persons, and deadlines...

## Remarks / Other Notes

Additional remarks, follow-ups, or next agenda...

Next Meeting Date

Signature