

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