

# Guest Services Team Meeting Minutes

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Facilitator: \_\_\_\_\_

Note Taker: \_\_\_\_\_

Attendees: \_\_\_\_\_

Absent: \_\_\_\_\_

## 1. Welcome and Introductions

## 2. Review of Previous Minutes & Action Items

## 3. Department Updates

- Front Desk
- Concierge
- Guest Relations
- Bell/Valet
- Other Departments

## 4. Guest Issues & Feedback

## 5. Training & Development

## 6. Upcoming Events & Occupancy

**7. Safety & Security Updates**

**8. Open Floor / Other Topics**

**9. Action Items & Responsibilities**

\_\_\_\_\_  
Facilitator Signature

\_\_\_\_\_  
Date