

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