

Hotel Front Office Meeting Minutes

Date: _____ Time: _____

Location: _____ Facilitator: _____

Minute Taker: _____ Attendees: _____

Apologies: _____

Agenda

1. Welcome and Introductions
2. Review of Previous Minutes
3. Guest Feedback & Issues
4. Occupancy & Revenue Updates
5. Staffing & Training
6. Upcoming Events & VIPs
7. Maintenance Issues
8. Other Business

Minutes

Decisions Made

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Action Items

Action Item	Responsible	Deadline	Status
_____	_____	_____	_____
_____	_____	_____	_____

Next Meeting

Date: _____ Time: _____

Location: _____

Minute Taker Signature

Facilitator Signature