

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