

Housekeeping Staff Meeting Record

Date:

Enter meeting date

Time:

Enter meeting time

Location:

Enter meeting location

Attendees

Name	Position

Agenda

Agenda topic 1

Agenda topic 2

Agenda topic 3

Discussion Notes

Action Items

Action Item	Responsible	Deadline
Action	Name	Deadline

Action	Name	Deadline
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Additional Notes

Prepared By:

Approved By:
