

Housekeeping Staff Meeting Record

Date:

Enter meeting date

Time:

Enter meeting time

Location:

Enter meeting location

Attendees

Name	Position
Name	Position
Name	Position
Name	Position
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

Additional Notes

Prepared By:

Approved By: