



STAFF MEETING

AGENDA TEMPLATE

Location:

Date:

Time:

Attendees:

I. OPENING

- ✦ WELCOME AND INTRODUCTIONS
- ✦ APPROVAL OF AGENDA

II. PREVIOUS MEETING MINUTES

- ✦ REVIEW AND APPROVE MINUTES FROM PREVIOUS MEETING
- ✦ ACTION ITEMS REVIEW

III. TEAM UPDATES

- ✦ UPDATES ON ONGOING PROJECTS FROM EACH TEAM MEMBER

IV. NEW BUSINESS

- ✦ DISCUSSION OF NEW PROJECTS, INITIATIVES, OR DEVELOPMENTS

V. REPORTS OR PRESENTATION

- ✦ Reports or presentations from team members, as needed

VI. OPEN FLOOR

- ✦ OPEN DISCUSSION FOR TEAM MEMBERS TO SHARE ANY OTHER UPDATES, CONCERNS, OR IDEAS

VII. ACTION ITEMS

- ✦ REVIEW OF ACTION ITEMS FROM THE MEETING
- ✦ ASSIGNING RESPONSIBILITIES AND DEADLINES

VIII. NEXT MEETING AND ADJOURNMENT

- ✦ DISCUSSION OF DATE AND TIME FOR THE NEXT MEETING
 - ✦ ADJOURNMENT OF MEETING, WITH THANKS AND APPRECIATION TO ATTENDEES.
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