STAFF MEETING AGENDA

ATTENDEES _____

_____

_____

STAFF MEETING TITLE _____

DATE _____

LOCATION _____

TOPIC: _____

TIME _____

PRESENTER _____

NOTES

ACTION ITEMS

TOPIC: _____

TIME _____

PRESENTER _____

NOTES

ACTION ITEMS

TOPIC: _____

TIME _____

PRESENTER _____

NOTES

ACTION ITEMS

NEXT MEETING DATE: _____ TIME: _____

NEXT MEETING LOCATION: _____