Name of Company/Dept.

General Staff Meeting

Date: Feb 22, 2024 **Time:** 1:00-4:00pm **Location:** Room 42

1:00 pm Welcome, News and Announcements

1:05 pm Recognition

1:10 pm Review of Policies and Procedures/Safety

1:15 pm Administrative Report

1:25 pm House Keeping Items

1:30 pm Presentation 1

1:45 pm Presentation 2

2:15 pm Presentation 3

2:30 pm End of General Staff meeting / Break

3:00 pm Break-out Meetings

4:00 pm Adjourn