

# Name of Company/Dept.

## General Staff Meeting

**Date:** Feb 22, 2024

**Time:** 1:00-4:00pm

**Location:** Room 42

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- 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