



MEETING AGENDA

Date: _____
Time: _____
Location: _____

Mission Statement

- 1. Fleet and Facilities**
 - a. Equipment Issues
- 2. Safety and Near Misses**
 - a. Incidents & Outcomes
- 3. Issues (In Aspire) and Warranties**
- 4. Crew Structure and Time Off Calendar**
 - a. Open Positions
 - b. Performance and Promotions
 - c. New Hire Follow Up
 - d. Low Performers: Improvement Plans and Documentation
- 5. Training**
 - a. Greenius Courses
 - b. Certifications
 - c. Driver's Licenses
- 6. Open Discussion**
 - a. Upcoming Projects
 - b. Miscellaneous Reminders and Questions