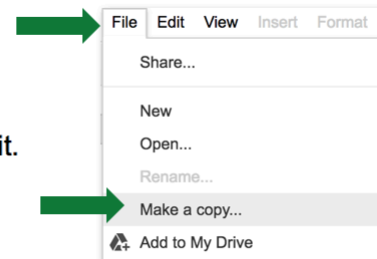


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STAFF MEETING MINUTES TEMPLATE

Template begins on page 2.



STAFF MEETING MINUTES

TEAM NAME / ORGANIZATION

--

DATE	LOCATION

MEETING TITLE	START TIME	END TIME

MEETING CREATED BY	MINUTE TAKER	FACILITATOR	TIME KEEPER

TYPE OF MEETING

--

ATTENDEE NAMES

THOSE NOT PRESENT

AGENDA

AGENDA ITEM	TIME ALLOCATED	PRESENTED BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
Agenda item 1	0 minutes	Name	Action item 1	Name	MM/DD/YY	In progress
			Action item 2		MM/DD/YY	Complete
			Action item 3		MM/DD/YY	On hold

Discussions	Comments ...
Remarks	Comments ...

AGENDA ITEM	TIME ALLOCATED	PRESENTED BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
Agenda item 2	0 minutes	Name	Action item 1	Name	MM/DD/YY	In progress
			Action item 2		MM/DD/YY	Complete
			Action item 3		MM/DD/YY	On hold

Discussions	Comments ...
Remarks	Comments ...

AGENDA ITEM	TIME ALLOCATED	PRESENTED BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
Agenda item 3	0 minutes	Name	Action item 1	Name	MM/DD/YY	In progress
			Action item 2		MM/DD/YY	Complete
			Action item 3		MM/DD/YY	On hold

Discussions	Comments ...
Remarks	Comments ...

AGENDA ITEM	TIME ALLOCATED	PRESENTED BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
Agenda item 4	0 minutes	Name	Action item 1	Name	MM/DD/YY	In progress
			Action item 2		MM/DD/YY	Complete
			Action item 3		MM/DD/YY	On hold

Discussions	Comments ...
Remarks	Comments ...

ADJOURNMENT	
Remarks	Comments ...

SECRETARY APPROVAL	
Signature and Date	

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