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## STAFF MEETING MINUTES TEMPLATE

Template begins on page 2.



## **STAFF MEETING MINUTES**

TEAM NAME / ORGANIZAT	ION			
DATE	LOCATION			
MEETING TITLE			START TIME	END TIME
MEETING CREATED BY	MINUTE TAKER	FACILITATOR	TIME KEEPER	
WEETH (O OKE) (YED D)	TAIL OF LA WELL	TA COLLIA COLC	IIIVIE KEEL EK	
TYPE OF MEETING				
ATTENDEE NAMES				
THOSE NOT PRESENT				
THOSE THOSE TREESERIE				

## AGENDA

AGENDA ITEM	TIME ALLOCATED	PRESENTE D 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
	0 minutes					

Discussions	Comments
Remarks	Comments

AGENDA ITEM	TIME ALLOCATED	PRESENTE D 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
	0 minutes					

Discussions	Comments
Remarks	Comments

TIME ALLOCATED	PRESENTE D BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
	utes 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
0 minutes					
		ALLOCATED D BY	ALLOCATED D BY ITEMS  Action item 1  Action item 2  Action item 3	ALLOCATED D BY ITEMS OWNER  Action item 1 Name  Action item 2  Action item 3	ALLOCATED D BY ITEMS OWNER DEADLINE  Action item 1 Name MM/DD/YY  Action item 2 MM/DD/YY  Action item 3 MM/DD/YY

Discussions	Comments
Remarks	Comments

AGENDA ITEM	TIME ALLOCATED	PRESENTE D BY	ACTION ITEMS	OWNER	DEADLINE	STATUS
		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
Agenda item 4	Agenda item 4 0 minutes					

Discussions	Comments
Remarks	Comments

ADJOURNMENT			
Remarks	Comments		
SECRETARY APPROVAL			
Signature and Date			

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