

# Staff Meeting Agenda Template 3

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## Staff Meeting Agenda

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location] / [Virtual Meeting Link]

**Facilitator:** [Insert Name]

1. **Welcome** (5 minutes)
  - Welcome and introductions
2. **Previous Meeting Review** (10 minutes)
  - Review action items from the last meeting
  - Discuss progress and any issues
3. **Project Status Updates** (20 minutes)
  - Project 1: [Update and discussion]
  - Project 2: [Update and discussion]
  - Project 3: [Update and discussion]
4. **Upcoming Deadlines** (15 minutes)
  - Review important deadlines
  - Assign tasks and responsibilities
5. **Open Discussion** (15 minutes)
  - Open floor for any additional topics or concerns
  - Encourage team participation
6. **Closing Remarks** (5 minutes)
  - Summary of key points
  - Confirm next meeting date and time

**Meeting Minutes Recorder:** [Insert Name]