Staff Meeting Agenda Template 3

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]

Try Tactiq to get the full transcript and AI summaries.