

Staff Meeting Minutes

Team / Department: _____ Meeting Date: _____ Time: _____
Location: _____ Manager / Lead: _____ Note Taker: _____



STAFF PRESENT

_____	_____
_____	_____
_____	_____
_____	_____



TEAM UPDATES



TOPICS DISCUSSED



DECISIONS



STAFF ISSUES / CONCERNS



ANNOUNCEMENTS



TASKS

Assigned Task	Assigned To	Due Date	Notes



NEXT STAFF MEETING

Date: _____ Time: _____ Location: _____ Notes / Agenda Items: _____

