**WEEKLY STAFF MEETING TEMPLATE**

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| **FACILITATOR** |  | **DATE** |  |
| **MINUTE TAKER** |  | **TIME** |  |
| **TIME KEEPER** |  | **LOCATION** |  |
| **CALL TO ORDER** |
| **TEAM NAME / ORGANIZATION** |  |
| **ATTENDEE NAMES** |  |
| **ATTENDEES NOT PRESENT** |  |
| **WELCOME** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **PREVIOUS MINUTES** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **ACTION ITEM REPORTS** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **REVIEW OF WEEK PREVIOUS** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **ADMINISTRATIVE** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **HOUSEKEEPING / OSHA** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |

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| **HOUSEKEEPING / OSHA** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **TRAINING** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **UNFINISHED / NEW BUSINESS FOR NEXT MEETING AGENDA** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |
| **ADJOURNMENT** |
| **TIME ALLOCATED** |  | **ACTION TO BE TAKEN BY** |  | **DATE TO BE ACTIONED BY** |  |
| **REMARKS** |  |

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| **SECRETARY APPROVAL** |
| **SIGNATURE** |  | **DATE** |  |

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