**WEEKLY STAFF MEETING TEMPLATE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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