Staff Meeting Minutes Template

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Attendees:**

* **Present:** [List of Staff Members Present]
* **Absent:** [List of Absent Staff Members]
* **Guests:** [List of Invited Guests, if any]

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| **AGENDA ITEM** | **DETAILS** |
| Call to Order | The meeting was called to order at [Time]. |
| Approval of Agenda | Motion to approve the agenda:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] |
| Approval of Previous Minutes | Motion to approve the minutes of [Previous Meeting Date]:  Proposed by: [Name]  Seconded by: [Name]  Vote: [Result] |
| Departmental Reports | Department 1: [Summary of report]  Department 2: [Summary of report]  Department 3: [Summary of report]  (Include all departmental updates) |
| Project Updates | Project 1: [Summary of project status]  Project 2: [Summary of project status]  Project 3: [Summary of project status]  (Include updates on all ongoing projects) |
| Discussion Topics | Topic 1: [Summary of discussion]  Topic 2: [Summary of discussion]  Topic 3: [Summary of discussion]  (Include all discussion topics covered in the meeting) |
| Issues and Concerns | Issue 1: [Summary of issue and discussion]  Issue 2: [Summary of issue and discussion]  (List all issues raised and discussed) |
| Action Items | Action Item 1: [Description]  Responsibility: [Responsible Person]  Deadline: [Due Date]  (List all action items, responsible persons, and deadlines) |
| Announcements | [Any important announcements made during the meeting] |
| Next Meeting | Date: [Date of Next Meeting]  Time: [Time of Next Meeting]  Location: [Location of Next Meeting] |