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| NAME OF COMPANY/DEPT. |
| General Staff Meeting |

**Date:** Feb 22, 20XX **Time:** 1:00-4:00pm **Location:** Room 42

**1:00 pm** Welcome, News and Announcements

**1:05 pm** Recognition

**1:10 pm** Review of Policies and Procedures/Safety

**1:15 pm** Administrative Report

**1:25 pm** House Keeping Items

**1:30 pm** Presentation 1

**1:45 pm** Presentation 2

**2:15 pm** Presentation 3

**2:30 pm** End of General Staff meeting / Break

**3:00 pm** Break-out Meetings

**4:00 pm** Adjourn