STAFF MEETING

**Date:** Feb 22, 20XX **Time:** 1:00-2:20 pm **Location:** Room 42

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| **Requested Attendees** |
| Name 1 | Name 2 | Name 3 | Name 4 |

**1:00 pm** Welcome/News/Announcements

**1:05 pm** Recognition

**1:10 pm** Administrative/Finance Updates

**1:15 pm** Review of Previous Action Items

**1:20 pm** Project Updates

**1:30 pm** Discussion or Topic 1

**1:45 pm** Discussion or Topic 2

**2:00 pm** Round Table

**2:15 pm** Review of New Assignments/Travel Plans

**2:20 pm** Adjourn

**New Action Items**

* Action Item 1
* Action Item 2

**Notes**