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|  |  |
| --- | --- |
| STAFF MEETING AGENDA | |
| Meeting Date: |  |
| Attendees: |  |
| Facilitator: |  |
| Custom field: |  |

|  |  |  |
| --- | --- | --- |
| Agenda Items | | Time Allocated |
| 1 | Welcome |  |
| 2 | Items from Last Meeting |  |
| 3 | Report on Action Items |  |
| 4 | Review of previous week:   * Wins * Lessons learned |  |
| 5 | Administrative Items |  |
| 6 | Issues |  |
| 7 | Staff training |  |

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|  |  |
| --- | --- |
| STAFF MEETING MINUTES | |
| Meeting Date: |  |
| Attendees: |  |
| Facilitator: |  |
| Minute Taker: |  |
| Time Keeper: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Minute Items | | Time Allocated | Action by Whom | Date to be Actioned By |
| 1 | Welcome |  |  |  |
| 2 | Items from Last Meeting |  |  |  |
| 3 | Report on Action Items |  |  |  |
| 4 | Review of previous week:   * Wins * Lessons learned |  |  |  |
| 5 | Administrative Items |  |  |  |
| 6 | Issues |  |  |  |
| 7 | Staff training |  |  |  |
| 8 | Issues for Next Meeting Agenda |  |  |  |

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